eMARS601
GENERAL PROCUREMENT

Customer Resource Center
eMARS Training
Phone: 502-564-9641
email: Finance.CRCGroup@ky.gov
http://crc.ky.gov

http://finance.ky.gov/internal/emars/

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eMARS General Procurement

1 – Orientation

The General Procurement process involves the activities by which users place orders for goods or services, record the receipt of those goods or services, and ultimately remit payment for the goods and services acquired.

eMARS contains several features that provide additional support to users in their general procurement activities. The eMARS Procurement Workspace consolidates in one place the links to the documents and inquiries you will need to complete general Procurement functions. eMARS also provides a Procurement Type field used to identify the Business Process being followed to procure Goods or Services for a given requirement. Procurement Type controls which documents may be processed, how Vendors will be evaluated in the Post Award state, and which Authorities may be cited on an Award Document.

Cited Authorities are only applicable to certain Procurement Types. When completing a document it is important to select the Procurement Type first as this action will filter the list of Cited Authorities to show only those that are relevant.

This General Procurement class is designed to provide you with a basic understanding of the Commonwealth of Kentucky's procurement process and the eMARS procurement functionality as it relates to the typical agency procurement user who shops for items on Catalogs and / or creates Requisitions to send to Agency or Finance buyers.

Learning Objectives

At the conclusion of this session, you will be able to:

- Search Master Agreement Catalogs and initiate a Delivery Order (**URCATS**)
- Create a Requisition (**RQS**)
- Process a Stand-alone Small Purchase (**PO** or **PO2**)
- Record a Receiver (**RC**)
- Establish a new Vendor in eMARS (**VCC**)
- Modify an existing Vendor in eMARS (**VCM**)
- Evaluate Vendor Performance (**PE**)
- Track documents and work in progress using Lifecycle Inquiry and Matching Status (**LINQ, MATA**)

Document Codes & Listings

The following table displays the Procurement document codes, types, names, purposes and how to process payments against award documents.

DOC CODE	DOC TYPE	DOC NAME	PURPOSE AND NOTES
PE	ADM	Performance Evaluation	Record Vendor Performance - Evaluators must be set up on the PEEVALR table by the contract administrator. Based on the Document ID
RN	ADM	Renewal	Used to extend the Master Agreement effective dates by the next renewal period. The periods must be established on the MA document. Created by Copying Forward to a RN document. The RN when submitted creates a new modification of the MA which must be submitted through workflow. The Modification won't be generated until a batch cycle is run during the nightly cycle on the documents indicated effective date.
TM	ADM	Termination	Created by the contract administrator by copying forward from the award document. When submitted to final, a draft modification is created immediately for submitting to workflow. Reason for change is already populated with the reason for termination from the RN document.
CT	AWARD	Contract - 3 Way Match	Created only by Centralized Procurement agencies (OPS, KYTC, DECA and AOC) to be referenced by other user departments. Used for one time purchases of goods. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires a Receiver (RC) document and an Invoice (IN) document to be processed. The PRM will be auto-generated when the 3 way match is detected.
CT2	AWARD	Contract - 2 Way Match	Created only by Centralized Procurement agencies (OPS, KYTC, DECA and AOC) to be referenced by other user departments. Used for one time purchases of services and for those agencies who have received an exemption from 3 way match requirements. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires an Invoice (IN) document to be processed. The PRM will be auto-generated when the 2 way match is detected.
CTT1	AWARD	Contract - 3 Way Match	Created only by KYTC. Must be created with the end user Department's Document Code in the header so that the Department can create the payment document to be processed. The PRM will be auto-generated when the way match is detected.
CTT2	AWARD	Contract - 2 Way Match	Created only by KYTC. Used for one time purchases of services who have received an exemption from 3 way match requirements. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires an Invoice (IN) document to be processed. The PRM will be auto-generated when the 2 way match is detected.
DO	AWARD	Delivery Order - 3 Way Match	Created by the end user department from the URCATS search. URCATS only results in a DO award which requires 3 way matching. It references a Master Agreement or MA catalog lines. Payment is made by processing a Receiver (RC) and Invoice (IN) document. The PRM will auto generate when the 3 way match is detected.

DOC CODE	DOC TYPE	DOC NAME	PURPOSE AND NOTES
DO2	AWARD	Delivery Order - 2 Way Match	Created by the end user department from the URSRCHMA search. User must select DO2 as the target document. It references a Master Agreement or MA catalog lines. Payment is made by processing a Invoice document the PRM will be auto generated when the 2 way match is detected.
MA	AWARD	Master Agreement	Created only by Central Procurement Departments. For recurring or blanket procurement needs. Does not place an order for any goods or services, but establishes pricing and terms and conditions for future purchases for a given period. Can be renewed based on defined renewal periods. Can be individual lines or catalog. Referenced by users either by URCATS or URSRCHMA. Direct payment can be made referencing a MA line or catalog by generating a PRC on the Commodity Group component of the UR Document.
PO	AWARD	Purchase Order - 3 Way Match	Created only by Decentralized Procurement agencies. Used for one time purchases of goods. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires a Receiver (RC) document and an Invoice (IN) document to be processed. The PRM will be auto-generated when the 3 way match is detected.
PO2	AWARD	Purchase Order - 2 Way Match	Created only by Decentralized Procurement agencies. Used for one time purchases of services. Must be created with the end user department's document code in the header so that the dept can create the payment document. Requires a Invoice (IN) document to be processed. The PRM will be auto-generated when the 2 way match is detected.
PON2	AWARD	Purchase Order	Created by any Department for all Personal Service Contracts/Grants/MOA's which require review by the Government Contract Review Committee. Requires completion of the PON information. Otherwise is exactly the same as a PO document. NO MATCHING REQUIRED. Users make payment by copying forward from the award to a PRC.
EV	EV	Evaluation Document	Created by the buyer to consolidate all Solicitation Responses, enter scoring, award justification. The resultant award is generated from within the EV document.
EVT	EV	Evaluator	Used when using a team for evaluations. EVT documents are loaded into the EV document for use in evaluations.
IN	IN	Invoice	The electronic representation of the vendors invoice in the system. This is not a payment document. It is the vendors billing. User is to enter the invoice date, as shown on the paper invoice, and calculate the payment date, based on the vendor terms.
RIN	IN	Invoice	A Recurring invoice established to generate a matching PRM for recurring monthly payments such as leases, copiers, and other consistent bills.
RC	RC	Receiver	Documentation that the goods were received. Required of all 3-way match awards.
PRC	PRC	Payment Request	The PRC payment document may be created by the end user as a standalone document or reference awards or master agreements with external vendors.

DOC CODE	DOC TYPE	DOC NAME	PURPOSE AND NOTES
PRCI	PRCI	Internal Payment Request	The PRCI payment document is created by the end user and must reference an award or master agreement with an internal vendor.
PRM	PRM	Payment Request	The PRM payment document is system generated through the two-way or three-way matching process for payment to external vendors.
PRMI	PRMI	Internal Payment Request	The PRMI payment document is system generated through the two-way or three way matching process for payment to internal vendors. No check or EFT is created. Money is transferred between agencies.
RQS	RQ	Standard Requisition	Usually created from scratch to request goods or services. Used by all departments.
UR	RQ	Universal Requestor	Created from URCATS, and will result in a DO or RQS dependent on whether an item is available on contract or not.
BAFO	SO	Best and Final Offer	Used for a subsequent round of responses to an RFP, limited only to those finalists from preliminary round.
RFB	SO	Request for Bids	Can only be issued by OPS, DECA, KYTC and AOC.
RFI	SO	Request for Information	Does not result in award, just seeking information on possible solutions, market conditions, etc.
RFP	SO	Request for Proposals	Used by any department for all Personal Service Contracts, or by Central Procurement agencies for complex procurements.
RFQ	SO	Request for Quotes	Issued by any department for solicitation of goods or services within the small purchase delegation for the department.
SR	SO	Solicitation Response	Used to record the vendor's response to a solicitation.
SRW	SO	Solicitation Response	Same as the SR, but generated through the Solicitation Response Wizard.
VCC	VC	Vendor/Customer Creation	Creates a Vendor record. Processed for approval by Statewide Accounting Services
VCM	VC	Vendor/Customer Modification	Modifies a Vendor record. Processed for approval by Statewide Accounting Services
RPO		Recurring Payment Order	Establishes a schedule resulting in regularly produced orders for goods or services. Likely uses include regular stocking of items such as lab tests, which are required to always be fresh.

2 – Commonwealth of Kentucky Procurement Process

Procurement Lifecycle

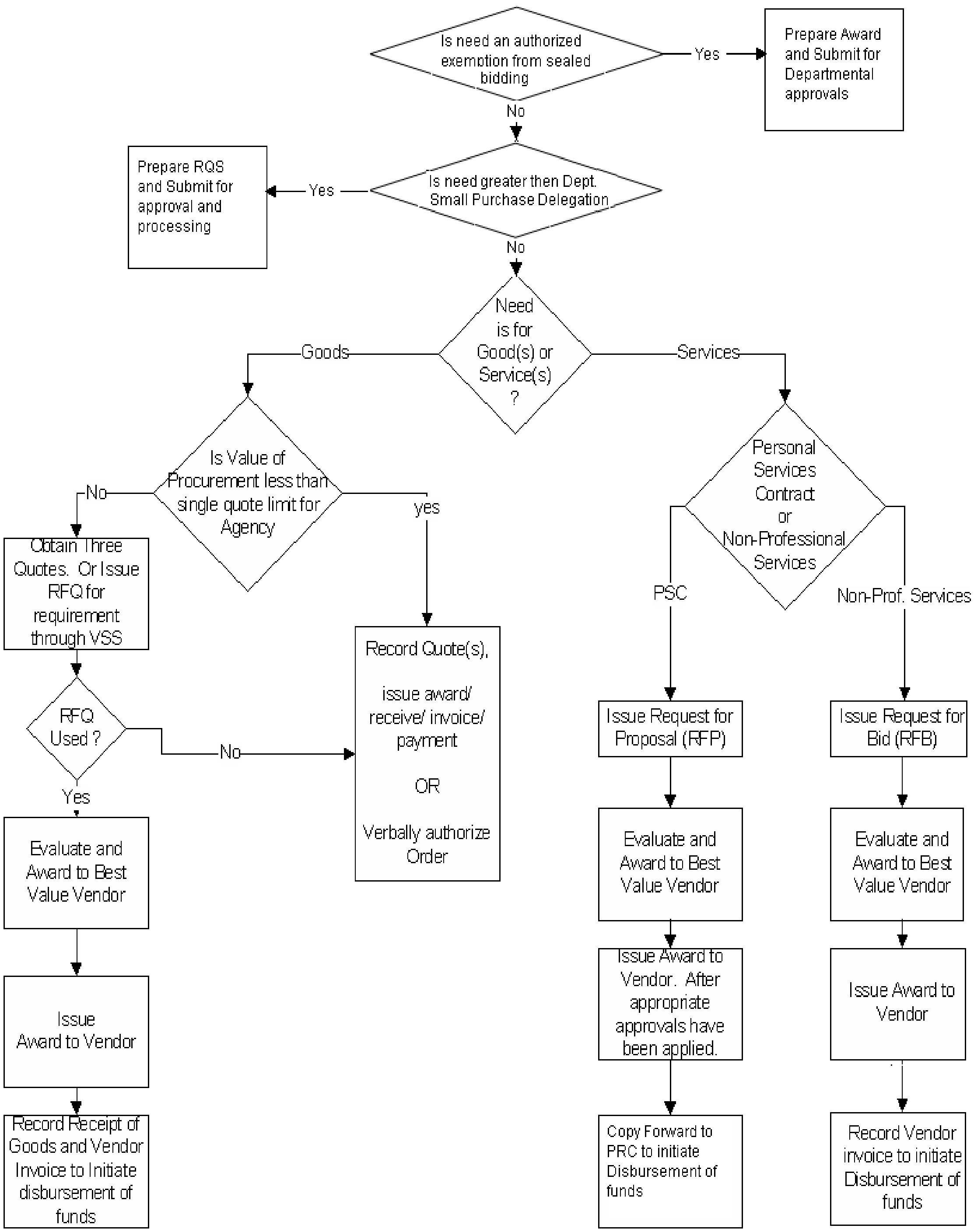
The Commonwealth's procurement lifecycle consists of the following six major phases:

- **Requisition** – a request for goods or services is created
- **Solicitation** – requirements for goods or services are advertised and vendors are requested to submit information, quotes, bids or proposals
- **Solicitation Response** – vendor responses to solicitations are received and recorded
- **Evaluation** – vendor responses to a solicitation are evaluated for award
- **Award** – formal agreements are established with a vendor to either purchase goods or services or set prices for future purchases
- **Post Award** – the activities that take place during the remainder of a vendor contract after award

It is not required that every procurement go through all of the above procurement phases or to proceed through these phases in sequence. The only two required phases are Award and Post Award.

General Procurement users will typically perform activities associated with the Requisition and Post Award phases.

Kentucky's Departments generally follow the processes detailed in the following diagram:



Requisition

In the Requisition phase, a user creates a request for the desired goods or services. For procurements that exceed an agency's delegated Authority, a user must prepare a Requisition document in eMARS to describe the requirement, receive departmental approval, and submit to the Office of Procurement Services (OPS) / Division of Engineering and Contract Administration (DECA) for subsequent processing.

NOTE: The Commonwealth will only use the Standard Requisition (**RQS**) document code. Depending on the Procurement Type, the **RQS** may be optional

Solicitation

The Solicitation phase encompasses the documents and events used to advertise a requirement and request Vendors to submit information, quotes, bids, or proposals. The Solicitation phase has only one document type, Solicitation (**SO**). eMARS uses the following six distinct document codes:

- Request for Information (**RFI**)
- Request for Proposal (**RFP**)
- Request for Bid (**RFB**)
- Request for Quote (**RFQ**)
- Best and Final Offer (**BAFO**)
- Reverse Auction (**RA**)

These documents and their use in the Competitive Sealed Bidding process are covered in detail in the Advanced Procurement course.

- **RFI** (Request for Information) – Used to gather information when a conceptual need has been identified, but the detailed requirements needed to achieve the goal still need to be defined.
- **RFP** (Request for Proposal) – Used to advertise procurements that may not have exact parameters. Used by Agencies to bid Personal Service Contract. May or may not be commodity driven.
- **RFQ** (Request for Quote) – Used for informal solicitations for goods or services.
- **RFB** (Request for Bid) – Used for procurements where the Commodities for goods or services are delineated (for Central use only).
- **BAFO** (Best and Final Offer) – Used in the second round of an RFP. Selected respondents are provided the opportunity to supplement their original response to reflect their best and final offer for the Solicitation.
- **RA** (Reverse Auction) – Used for solicitations to auction off goods to the lowest bidder.

Depending on the Procurement Type, the Solicitation phase may be optional.

The Solicitation documents do not have any Event Types tied to them, as they do not perform any accounting updates upon submission.

The Solicitation documents are discussed in detail in the Advanced Procurement course.

Solicitation Response

Vendors respond to Solicitations issued by the Commonwealth and their responses are recorded in eMARS. The Solicitation Response phase encompasses the documents and events used to record a Vendor's response to a Solicitation.

Solicitation Response is divided into two main areas:

- **Vendor Functionality** – operates as a separate application, Vendor Self Service (**VSS**) integrated with eMARS. This will be covered later in the session.

- **Buyer Functionality** – the Buyer, or tech, enters responses in eMARS for Vendors not submitted in Vendor Self Service (**VSS**).

NOTE: The Solicitation documents and processes will be covered in detail in the Advanced Procurement course.

There is only one Solicitation Response document type, Solicitation Response (**SR**), and two Solicitation Response document codes:

- Solicitation Response (**SR**)
- Solicitation Response Wizard (**SRW**)

Depending on the Procurement Type, the Solicitation Response phase may be optional.

Evaluation

The Evaluation phase encompasses the documents and events used to evaluate a Vendor's response to a Solicitation. Once all bids have been received and a solicitation closing date has passed, the procurement moves into the Evaluation phase where responses are inspected, analyzed, and ranked against all other responses by designated evaluators.

There is only one Evaluation document type, Evaluation (**EV**). The Evaluation document type has two distinct document codes:

- Evaluation (**EV**)
- Evaluator (**EVT**)

The Evaluation documents and processes will be covered in detail in the Advanced Procurement course.

Award

Awards range from contracts for consulting services to master agreements for office supplies. The Award phase is the ONLY mandatory phase in the Procurement Process.

The Award phase encompasses the documents and events used to establish a formal agreement with a Vendor, either to purchase defined goods or services or to set prices for future purchases.

The following eMARS documents may be used in the Award phase:

- Purchase Order (**PO**)
- Contract (**CT**)
- Master Agreement (**MA**)
- Delivery Order (**DO**)

Post Award

The Post Award phase begins immediately after an Award has been made to a Vendor and encompasses the documents and events that take place during the remainder of the life of the contract.

Post Award encompasses three main areas:

- Matching (receipt of goods and payment)
- Vendor Performance
- Contract Administration

The following eMARS documents may be used in the Post Award State:

- Receiver (**RC**)
- Invoice (**IN**) – discussed in Accounts Payable class
- Payment Request (**PRC**)
- Vendor Performance Evaluation (**PE**)
- Termination (**TM**) – discussed in Advanced Procurement class
- Renewal (**RN**) – discussed in Advanced Procurement class

The Post Award phase is also used as the central repository for all documentation associated with the Contract Management of Procurement (e.g. Bid Deposits, Insurance Certificates, Warranties, Bonds, Retainage, Liquidated Damages, etc.).

Procurement Folder

The procurement folder is the central repository for documents and documentation related to a single procurement. eMARS compiles all activities, documents, and related correspondence for a procurement into a virtual Procurement Folder that ties multiple procurement documents and documentation items together. The Procurement Folder provides a single point for tracking, assigning, and reporting during the procurement life cycle. Each procurement document will belong to a specific Procurement Folder.

Each folder has a unique identification number generated by eMARS which allows users to identify the procurement documents and documentation items that apply to a particular purchase. Each folder also has a **Procurement Title** to easily identify the Procurement Folder. The Procurement Title is displayed on various procurement related pages to aid in identifying the proper folder for a specific procurement.

Procurement Types

Procurement Types are used to classify and group similar purchases. Procurement Type is used to identify the Business Process being followed to procure Goods or Services for a given requirement. Procurement Type controls which documents may be processed, how Vendors will be evaluated in the Post Award state, and which Authorities may be cited on an Award Document.

For each Procurement Type, business rules for processing are assigned that include the following:

- Manager
- Complexity (e.g. Easy, Moderate, Difficult)
- Required phases (e.g. Requisition, Award, etc.)
- Acceptable Documents (e.g. **RQS, PO, RC, IN**, etc.)

A Performance Evaluation Template is assigned to each Procurement Type. This template determines the evaluation criteria to use when creating a Performance Evaluation (**PE**) document.

Certain Cited Authorities are only applicable to certain Procurement Types. When completing an award document it is important to select the Procurement Type first as this action will filter the list of Cited Authorities to show only those that are relevant.

Cited Authorities

In order for a purchase to be legally processed, the Commonwealth of Kentucky requires a Cited Authority to be associated with each award and each payment document. This Cited Authority contains statutory, regulatory or policy citations for a purchase. This information is required when creating award and payment documents.

Proper completion of the Cited Authority field is *required* for the Commonwealth of Kentucky to comply with an agency's pre-audit delegation agreement resulting from FAP 120-13-00 (Decentralization of the Pre-Audit Function).

Cited Authority represents the statutory, regulatory or policy citation – for example, "**FAP 111-55-00**".

Cited Authority is required on Award Documents and Payment Requests where there is no reference or only a memo reference to an award. Cited Authority is not required on Requisition or Solicitation documents.

The validation of the Cited Authority's minimum and maximum amount will occur at the document header level – the document amount and NOT the line amounts. The determination of which Cited Authorities are available to be selected is based on business rules set-up in eMARS.

NOTE: The combination of Document Department, Document Code, Procurement Type and Dollar Value determine if a Cited Authority is applicable to the award document you are attempting to process.

3 – eMARS Procurement Document Sections

eMARS Procurement documents have a Header section and up to eight Detail Sections. The following paragraphs provide an overview of what each section is used for and the types of information that will be entered.

Header - The Header section lists general information associated with the entire document.

Vendor - The Vendor section provides Vendor information pertaining to:

- Vendor associated with a Solicitation Response (Solicitation and Evaluation phase documents)
- Vendor awarded a contract (Awards phase)

Vendors are selected from a pick list that is populated by the Vendor/Customer (**VCUST**) table.

Sub-Vendors – The Sub-Vendors section lists Sub-Vendors associated with the procurement. Note that Commodity lines are not linked to the Sub-Vendors. Sub-Vendors will be covered in detail in the Personal Services Contract course.

Commodity – The Commodity section lists all commodities (goods or services) associated with the document. The Commonwealth will use a 5 digit Commodity Code to simplify the accurate selection of the classification.

Accounting Distribution – The Accounting Distribution section lists the fund distribution across multiple line items. This information allows for the distribution of Commodity costs across multiple Accounting lines based on percentages. (Optional)

Terms and Conditions – The Terms and Conditions section lists the Terms and Conditions associated with the document. The Terms and Conditions (**TRMC**) table is used to establish "pre-established" Terms and Conditions for selection on this detail section. Terms and Conditions defined on the **TRMC** table can include attachments that will be included in this detail section of the document. In eMARS, users will be able to attach MS-Word documents in .**XML** format to the Terms and Conditions. Users must have **Word2003** in order to attach modified documents to the **Terms and Conditions** component of the document. When attaching .XML documents users must select the Free Form template from the Terms and Conditions pick list.

Accounting – The Accounting section lists the accounting funds for each Commodity line.

Posting – The Posting Section lists the posting information for each Accounting line.

NOTE: As a general rule, for most procurement documents the components that you will navigate to are:

Header

Vendor (This is optional on **RQ** and **SO** document types)

Commodity

Accounting Distribution – While not required, this is a shortcut to populating funding information when all commodity lines contain identical funding or mostly the same funding elements

Terms and Conditions – On Solicitation and Award Documents

Accounting

4 – Universal Requestor Process

The Universal Requestor Catalog Search inquiry (**URCATS**) is the starting point for decentralized Procurement activity. Users will search the Commonwealth's database of Catalog Items and Master Agreement Lines to locate their desired items.

If the item or service meets the following requirements, the user will select the appropriate commodity code and initiate a Universal Requestor document for that commodity:

1. Not available on a Master Agreement. (The system will generate a Purchase Order (PO) document from the Universal Requestor (UR) document if the estimated cost is below a departments delegated small purchase authority).
2. The estimated cost exceeds a Department Delegated small purchase authority. (The system will generate a Requisition (RQS) document from the Universal Requestor (UR) document).

If the item is available on a Master Agreement, users will add the items to the Commodity Comparison Sheet where they can update the quantity, Accounting Template, and Shipping Location code.

From the Commodity Comparison Sheet, users will select items to be added to the Universal Requestor document. On the Universal Requestor, users will add a document description and any notes or attachments and then submit the document.

Possible documents that can be created from a **UR** are **RQS, DO, PRC**. Conditions that cause the specific document to be created are as follows:

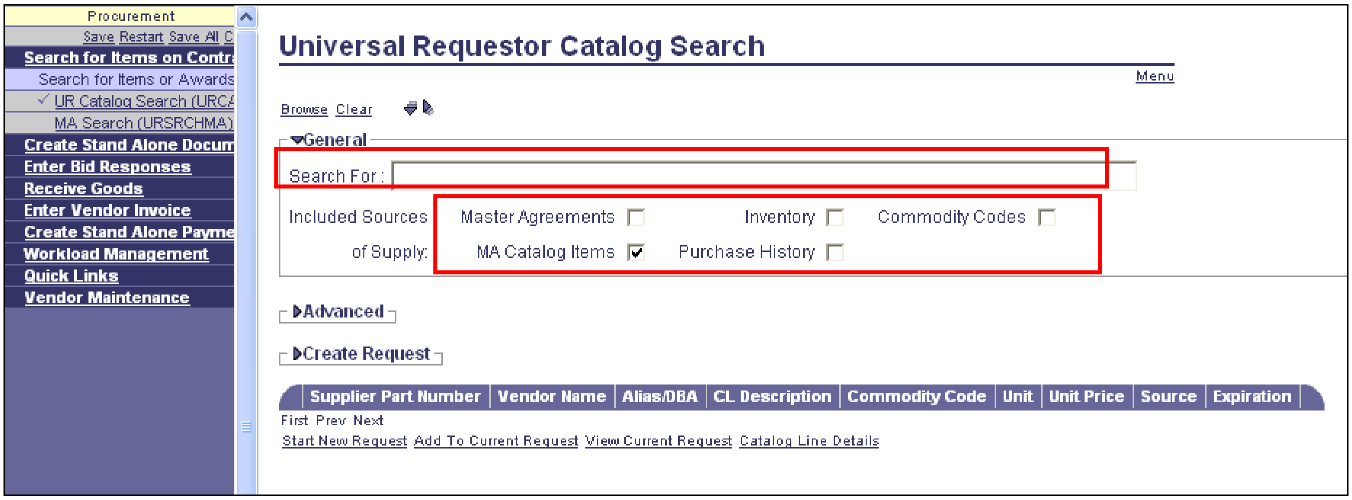
- The Delivery Order is the default document that is created when a **UR** is submitted. The Delivery Order requires a Receiver (**RC**) document and an Invoice **(IN**) to create payment.
- A **PRC** document will be created when the Create Payment box is flagged in the Commodity Group section of the **UR** document. The **PRC** document will allow you to create a direct payment and requires no other documents to create payment.
- An **RQS** or a requisition document will be created when an item is selected in the catalog search that is not on a purchase contract and the amount of the request is in excess of the Department Delegated Small Purchase Authority.
- A Purchase Order (**PO**) will be created with an item(s) are selected in the catalog search that is not on contract and the amount of the Request is below the Department Delegated Small Purchase Authority.

URCATS

Access the **Procurement Workspace**

Click on the **Search for Items or Awards>>UR Catalog Search (URCATS)** link.

The Universal Requestor Catalog Search page will open.



Deselect all **Sources of Supply** except the **MA Catalog Items** check-box. This means that the inquiry will only search for Catalog Items.

Type in your search terms into the “Search For” field and click **Browse** . This search fields supports special characters and reserve words for advanced searching. The following table shows how reserve words work:

When searching for an item that exists on a large *Master Agreement Catalog* it is helpful to have an electronic copy of that catalog to use as a resource. Once a copy of the catalog has been downloaded users will be able reference this spreadsheet to locate the supplier part number and extended description included on the *Master Agreement*.

The following are steps to download a copy of a *Master Agreement Catalog:*

1. Open the desired *Master Agreement* within eMARS.
2. Navigate to the *Commodity Line* component.
3. Click the *Action Menu*.
4. Select the Attachments page.
5. Locate the most current version of the catalog, and highlight it.
6. Click *Download*.
7. Save the Excel spreadsheet to your *Desktop*.

Once the copy has been saved to your desktop, it may be referenced when making payments or processing *Delivery Orders* against the *Master Agreement*. The spreadsheet may be sorted based on the *Supplier Part Number, Unit Price, Item Description,* etc. Once you have located the item(s), the *Supplier Part Number, Unit Price, Item Description,* etc. may then be entered into the URCATS search criteria.

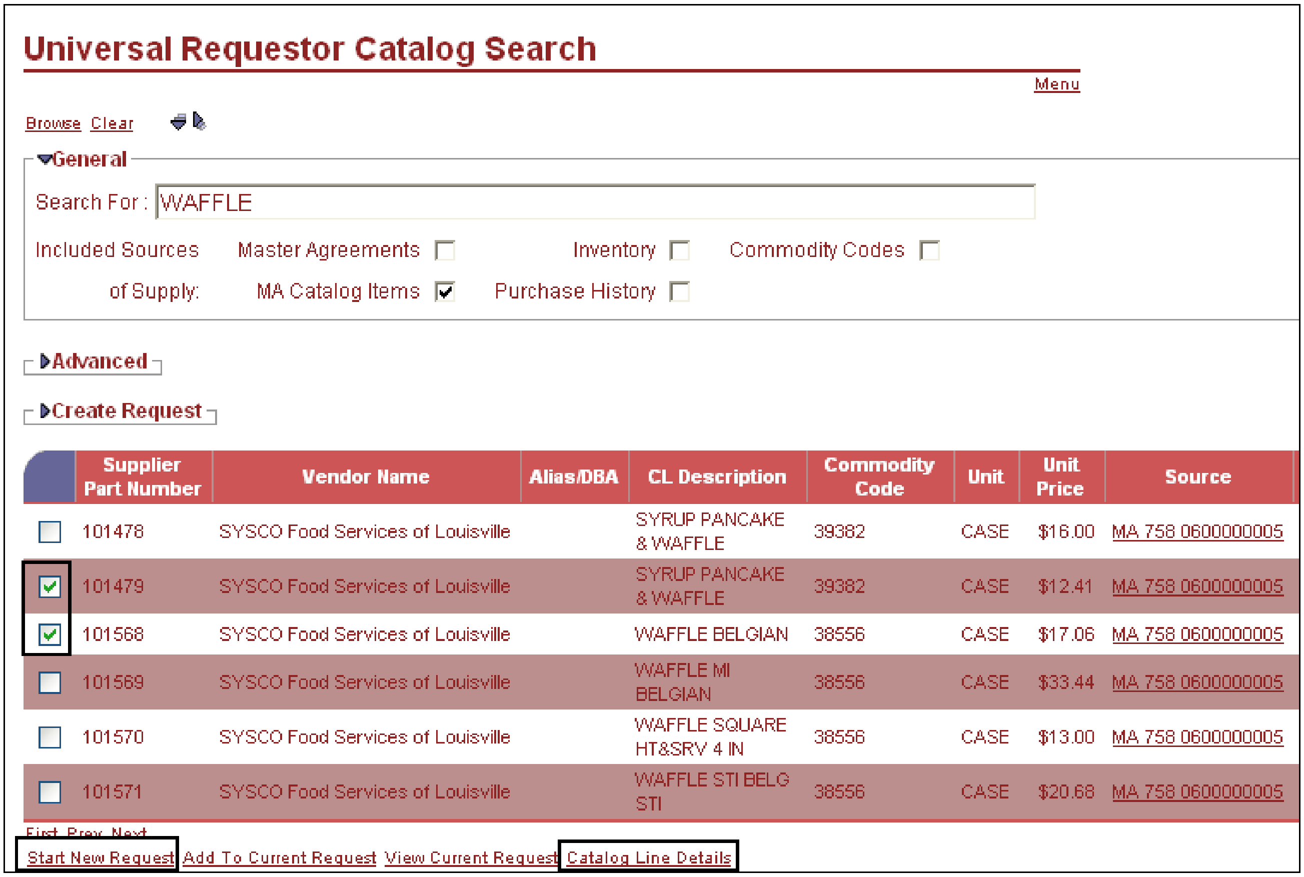
Reserved Word	Examples	Search Result
AND	computer and mouse	Returns catalog records with both terms. Relevancy is increased based on the number of times both words occur.
OR	laptop or notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT "…-..."	Notebook NOT MA12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA-12344 in any of the fields.

The percent character "…%..." may also be used as a wildcard to replace individual characters. For instance the search query "boo%" would return results for both "book" and "boot". Or any word that starts with "boo" like "booster".

> NOTE: The standard eMARS wildcard character of "…*…" does not work on this inquiry. Please use the "…%..." instead. This is the exception to the rule.

> NOTE: The "…-..." indicates the same meaning as writing NOT. When searching for a converted contract number, do not use the "…-..." . For instance, C-10052318. Remove the "…-..." and search on %10052318% to locate your Contract.

Review the results of the Catalog search. eMARS will produce a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered), and then within relevancy, results are sorted first by **Vendor Preference** (ascending order) and then **Source** (Catalog Lines, Master Agreement Lines, Inventory, Purchase History, and Commodity Codes).



Select the items you wish to order by placing a check next to the desired line.

Click **Catalog Line Details** to see additional information about the item. (i.e. Price, Dates, Description)

Once the items have been selected and the items have been reviewed click the **Start New Request** link from the URCATS search page.

Catalog Line Details

Menu Back

Picture:

General Information

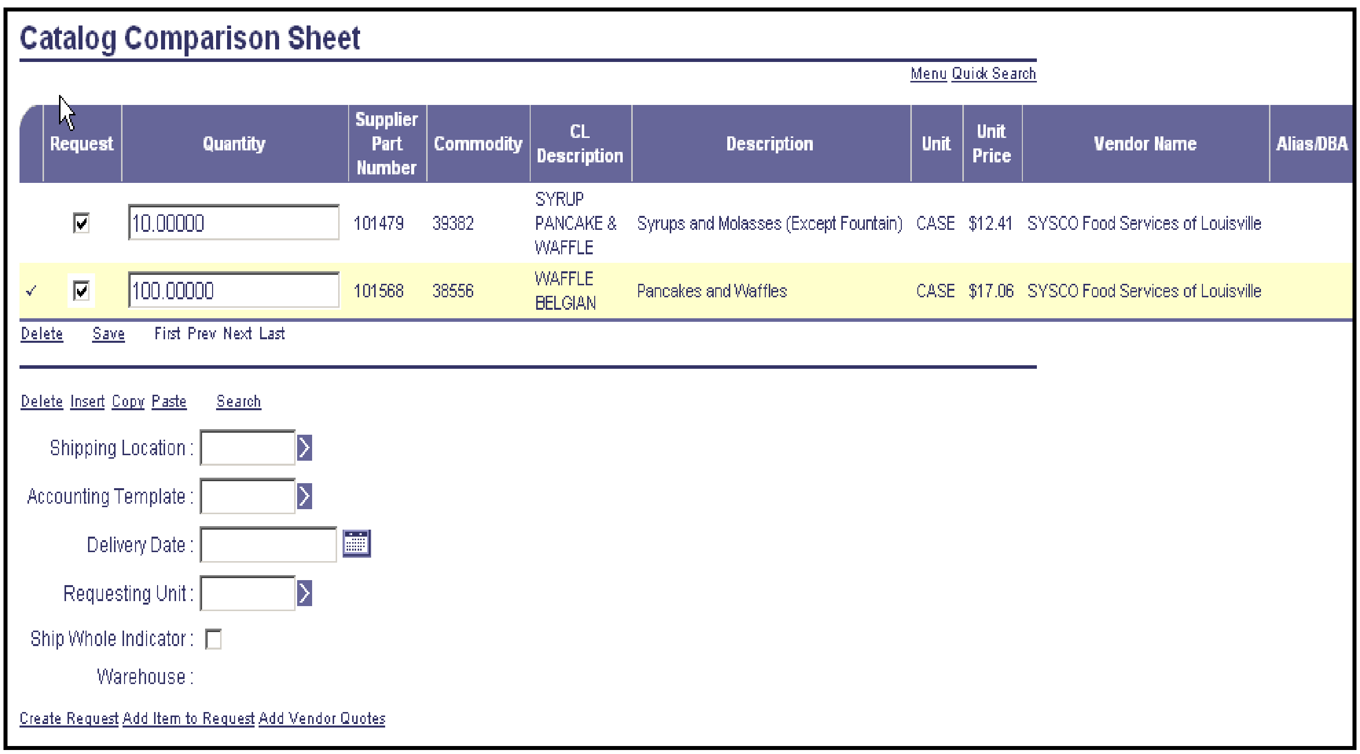
Agreement Number :	MA-758-0600000005	List Price :	$12.41
Commodity Code :	39382	Discount Percentage :	0.0000
Commodity Name :	Tamales, Fresh	Discounted Unit Price :	$12.41
Supplier Part Number :	101479	Unit :	CASE
Item Description :	SYRUP PANCAKE & WAFFLE	Discount Effective From Date :	04/06/2006
Mfr Part Number :		Discount Effective To Date :	06/30/2009
Manufacturer :		Delivery Days :	3

Extended Description

Extended Description : 4-1 GAL SYS REL SYRUP PANCAKE & WAFFLE

Compare prices and add quantity that you wish to order. Select the items that you wish to request by placing a check mark in the Request Boxes.

Click **Save** and then click **Create Request**. This will open the Universal Requestor document.



Catalog Comparison Sheet

Menu Quick Search

	Request	Quantity	Supplier Part Number	Commodity	CL Description	Description	Unit	Unit Price	Vendor Name	Alias/DBA
	☑	10.00000	101479	39382	SYRUP PANCAKE & WAFFLE	Syrups and Molasses (Except Fountain)	CASE	$12.41	SYSCO Food Services of Louisville	
✓	☑	100.00000	101568	38556	WAFFLE BELGIAN	Pancakes and Waffles	CASE	$17.06	SYSCO Food Services of Louisville	

Delete Save First Prev Next Last

Delete Insert Copy Paste Search

Shipping Location :

Accounting Template :

Delivery Date :

Requesting Unit :

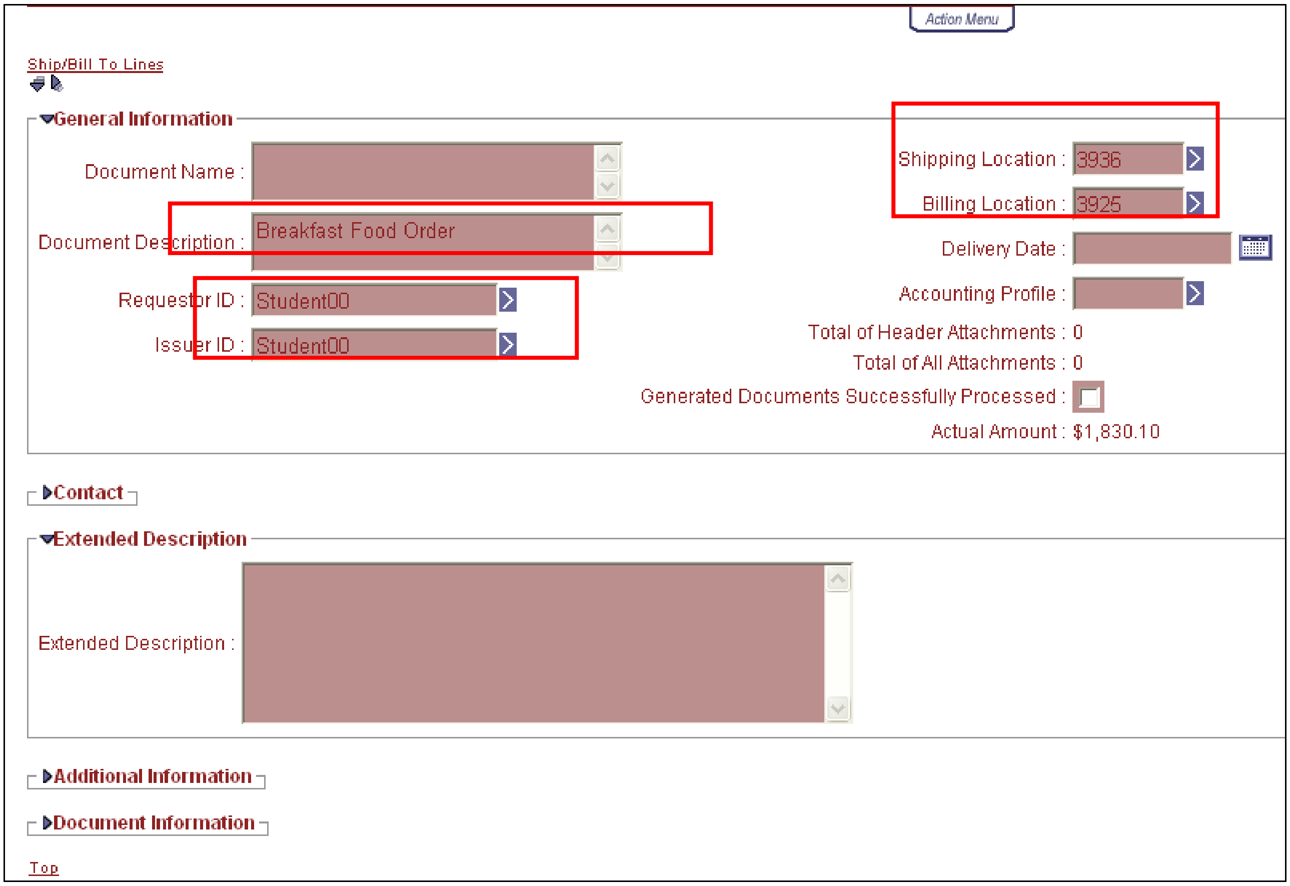
Ship Whole Indicator : ☐

Warehouse :

Create Request Add Item to Request Add Vendor Quotes

NOTE: Once you have closed out of the Catalog Comparison Sheet, you can not go back and modify or add items.

The **UR** document opens to the Header section.



Complete the required fields in the General Information and Contact sections:

- The **Document Description** is required and does print-out. The description is also searchable form various inquiries like the Procurement Document Inquiry (**PRCUDOC**).

NOTE: Please avoid using any special characters when completing the Document Description (i.e. $, &, %...)

Complete the Shipping and Billing Location Information:

- The **Shipping Location** field is used to identify where the goods requested on the Requisition should be delivered. To select a Shipping Location click on the **arrow button** next to the **Shipping Location** field to access the Shipping Location Pick List. If you already know the Shipping Location code you may record it directly in this field without accessing the Pick List. The Shipping Location code, however, must be valid on the **Procurement Location** reference table.
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. To select a **Billing Location** click on the **arrow button** next to the

Billing Location field to access the **Billing Location** Pick List. If you already know the Billing Location code you may record it directly in this field without accessing the Pick List. The Billing Location code, however, must be valid on the **Procurement Location** reference table.

The Delivery Date will infer with the information identified on the Contract.

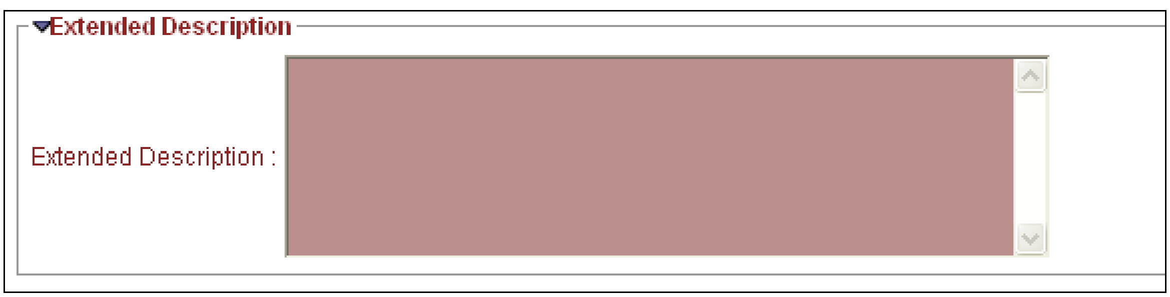
Complete the Purchase Order **Contact** section:

- The **Issuer ID** field will default to your information. If you are completing the document on someone else's behalf then pick their record from the Pick List by clicking on the **arrow button** next to the **Issuer ID** field.

Complete the **Requestor ID** field, this is used to identify for whom the goods or Services are being requested, i.e. who will actually be using the items or services detailed on this Requisition. Pick their record from the Requestor Pick List by clicking on the arrow button next to the **Requestor ID** field. Save the document to have the remaining fields populate.

Add additional descriptive information to the **Extended Description** field (Optional).

There is a total of 1,500 characters available (including spaces).



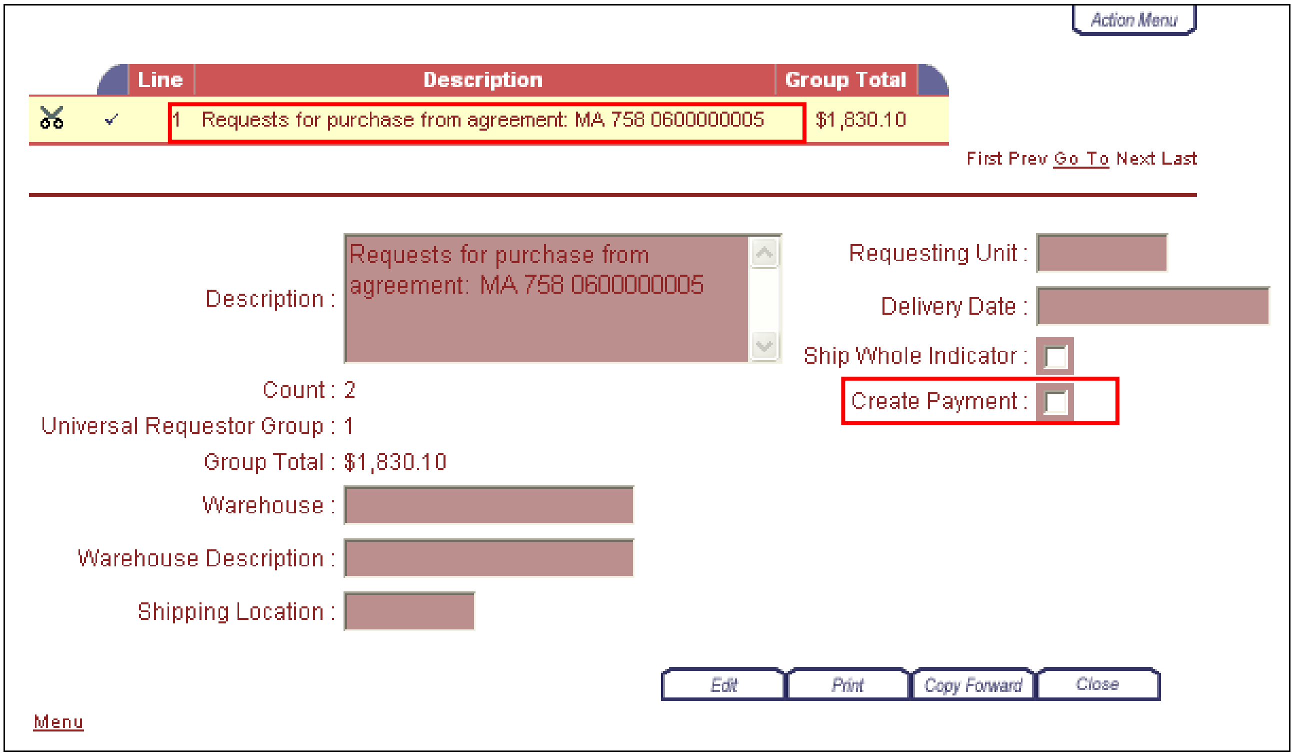
Inspect the **Commodity Group** section. This is mostly an informational component or section of the document with one exception; it lists the groups of commodity lines on the **UR**. If the Commodity Group is associated with a Master Agreement, then by default a **DO** is created; however, you can create a Payment Request instead by selecting the Create Payment check box.

The Universal Requestor may have two different types of Commodity Groups: Groups that reference Master Agreement lines and Groups that reference Commodity Codes.

Master Agreement Groups: A single Commodity Group will be created for each Master Agreement being referenced. A single Delivery Order (**DO**) will be created when the Universal Requestor is submitted for each Commodity Group that references a Master Agreement.

The only action that can be taken in this section is to create a Payment by selecting the Create Payment check box. A Payment Request will be created when the UR is submitted instead of a Delivery Order.

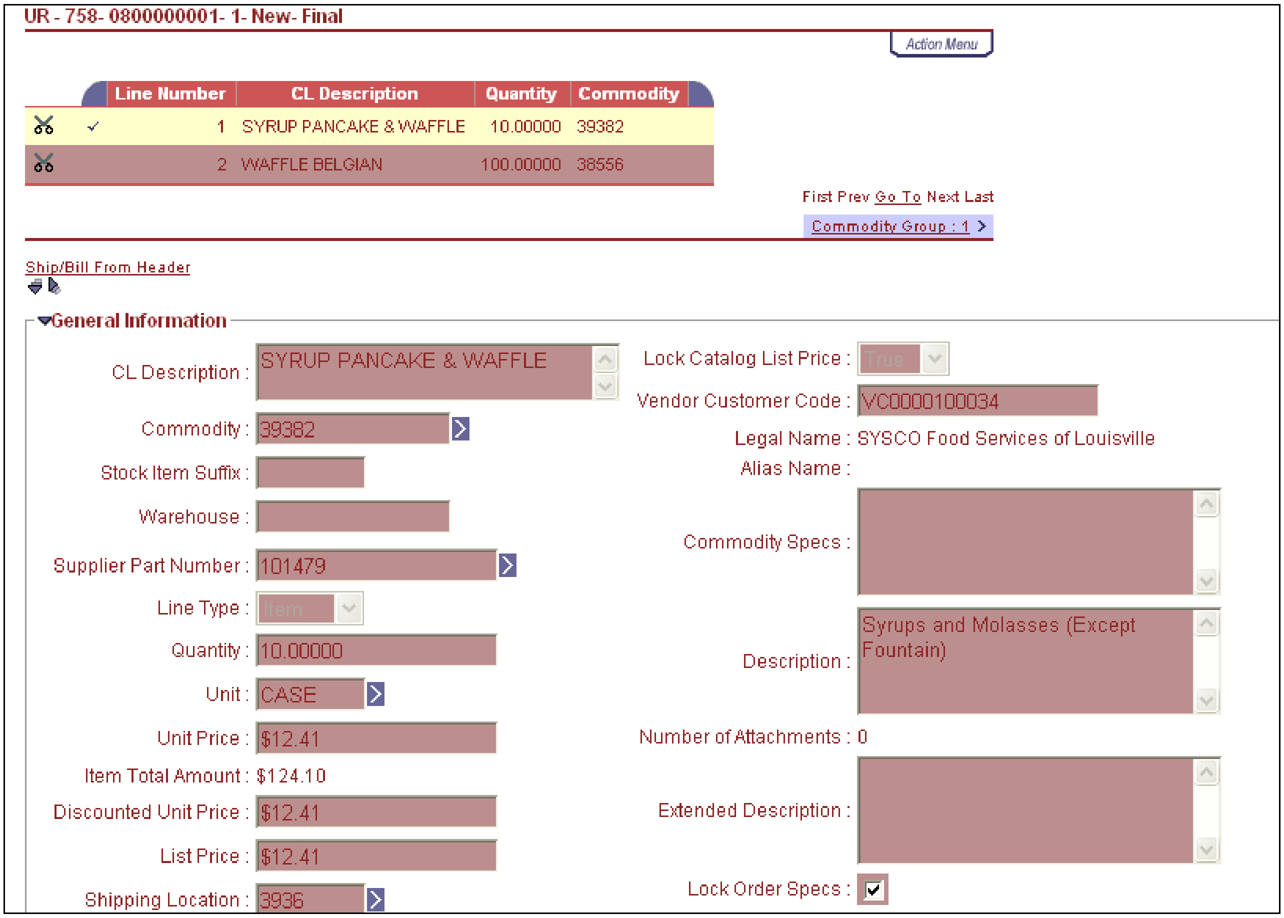
Commodity Code Groups: When generating a **RQS** from the **URCATS**, a single **Commodity Group** will be created for all Commodity codes listed on the **UR** that are in the same Commodity class. Each group will result in a separate **RQS** document.

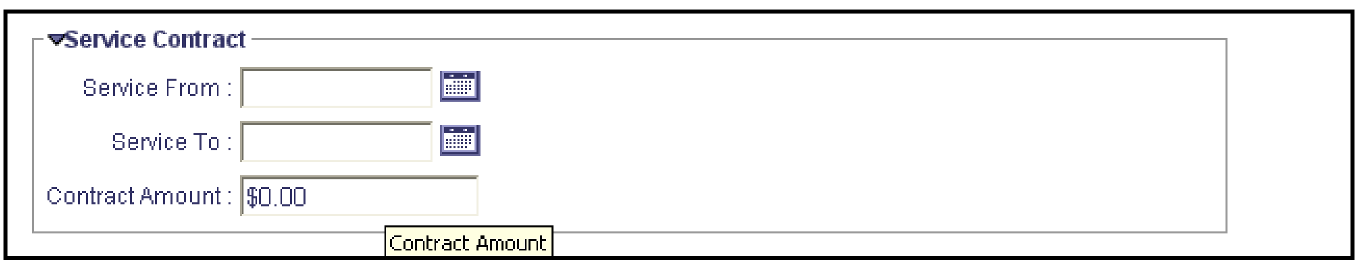


Review the Required Commodity line item information. The Commodity Panel displays all Commodity lines that are listed on the Universal Requestor. For Commodity lines that originate from the catalog there will be very little information to add to the Universal Requestor. However, for Commodity Code lines you will need to complete the following information:

- The **CL Description** field should be used to record a brief description of the good or service being requested. This field does print-out on all documents and is used on subsequent Procurement Documents. This field is displayed in the grid area of the Commodity section in order to help you identify which line you would like to inspect or modify.

- The **Commodity** field is used to store the **NIGP** Commodity Code that most closely matches the item or service being purchased. This field is used primarily for classification purposes. This field will be populated based on the value from the Catalog or the Commodity Code value selected from **URCATS**.





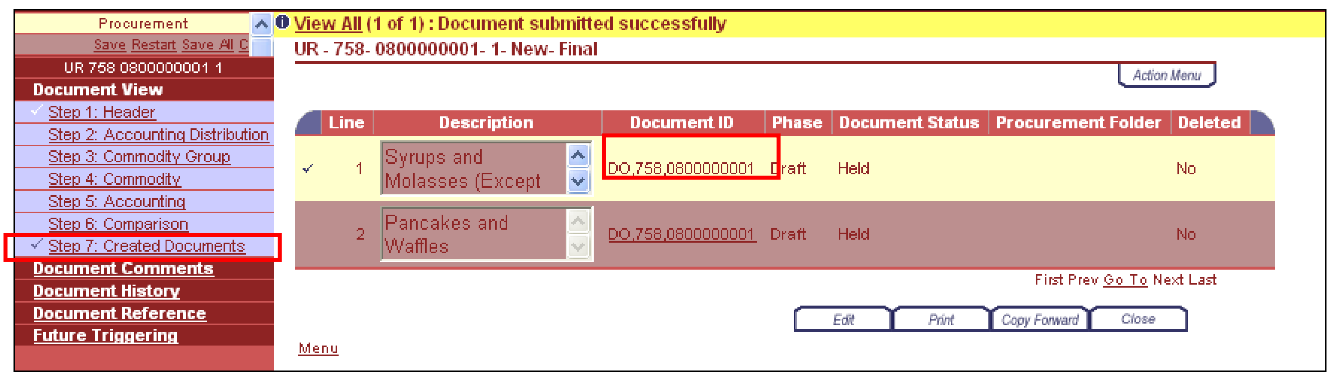
NOTE: The **UR** document does not require approval once submitted. **UR** documents can not be modified or deleted.

NOTE: Accounting information should not be included on the **UR** document. Instead it should be added to subsequent documents. Placing accounting information on the **UR** Document creates unnecessary errors.

Validate and **Submit** the **UR** to final.

Inspect the **Created Documents** panel. Once the **UR** has been submitted the **Created Documents** panel will be populated with the documents that were spawned from the **UR**. There will be an entry on this panel for each Commodity line on the **UR**. The Document ID is a link that will open the document that was created for the line. Documents that are spawned from the **UR** will be created in Draft mode. Possible documents that can be created from a **UR** are **RQS, DO, PRC**. Conditions that cause the specific document to be created are as follows:

- The Delivery Order is the default document that is created when a **UR** is submitted. The Delivery Order requires a Receiver (**RC**) document and an Invoice **(IN)** to create payment.
- A **PRC** document will be created when the Create Payment box is flagged in the Commodity Group section of the **UR** document. The **PRC** document will allow you to create a direct payment and requires no other documents to create payment.
- An **RQS** or a requisition document will be created when an item is selected in the catalog search that is not on a purchase contract and the amount of the request is in excess of the Department Delegated Small Purchase Authority.
- A Purchase Order (**PO**) will be created with an item(s) are selected in the catalog search that is not on contract and the amount of the Request is below the Department Delegated Small Purchase Authority.



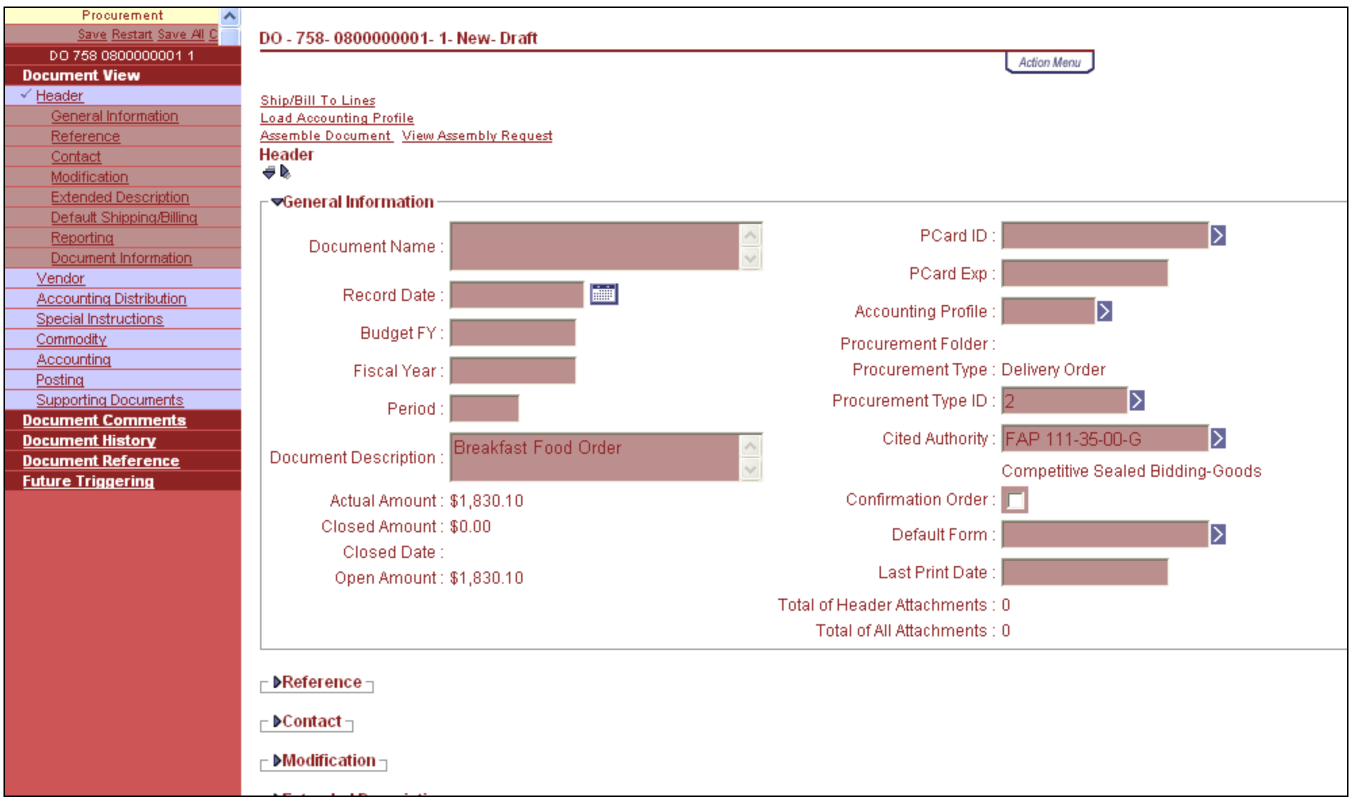
To access your Created Document, click on the Hyper-link Document ID number. This will open your desired document so that it can be processed.

Delivery Order (DO)

When the Universal Requestor (**UR**) document is submitted to final, for lines that Reference a Master Agreement, a Delivery Order (**DO**) will be generated populated with the information from the **UR**. The Delivery Order will be largely complete and will not need much information added in order for it to submit successfully. The Delivery Order is the legal agreement with the Vendor and encumbers the funds required to pay for the order provided the proper event type is selected.

Delivery Orders will be created with a status of **Draft** and **Held**. This will allow you to make any minor changes you might require to the document and subsequently submit the document for approval. For instance, the document description will default from the **UR** document but might not be appropriate for a legal document.

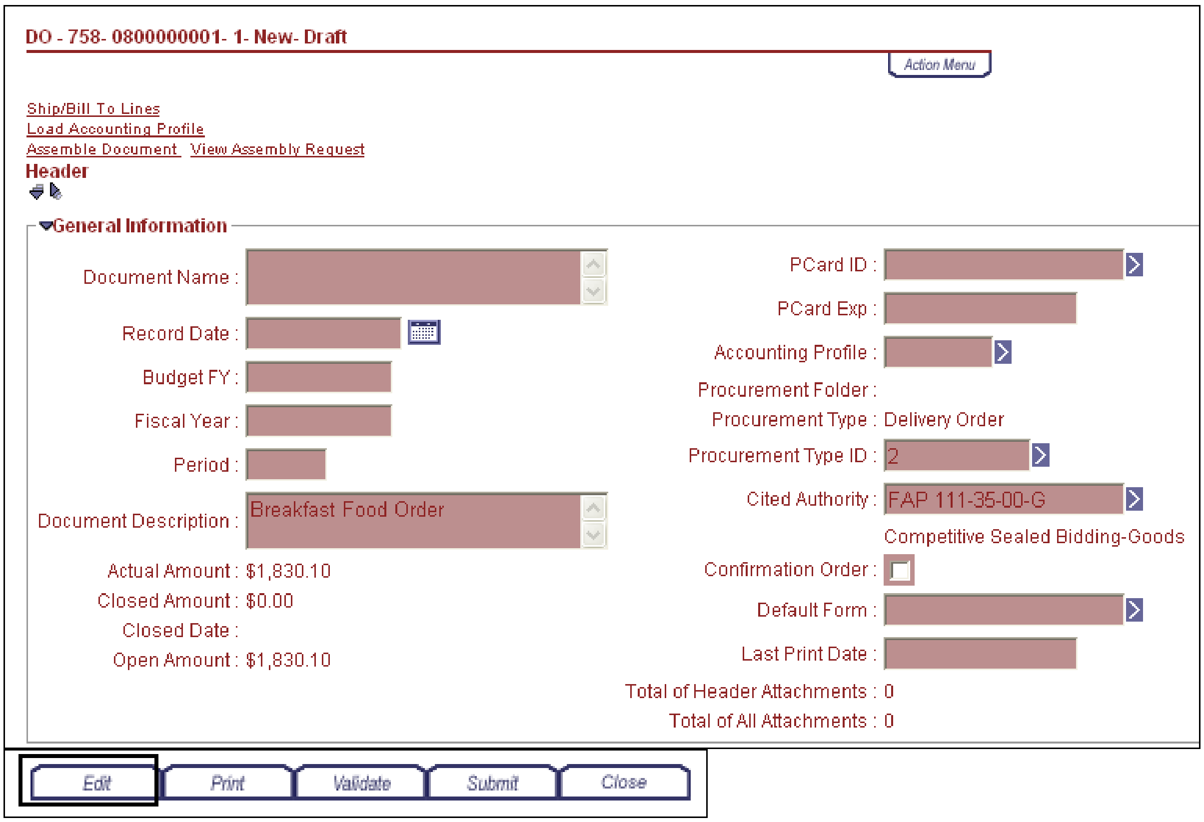
Commodity Information will not be modifiable as it will default from the Master Agreement or Catalog and should not be changed.



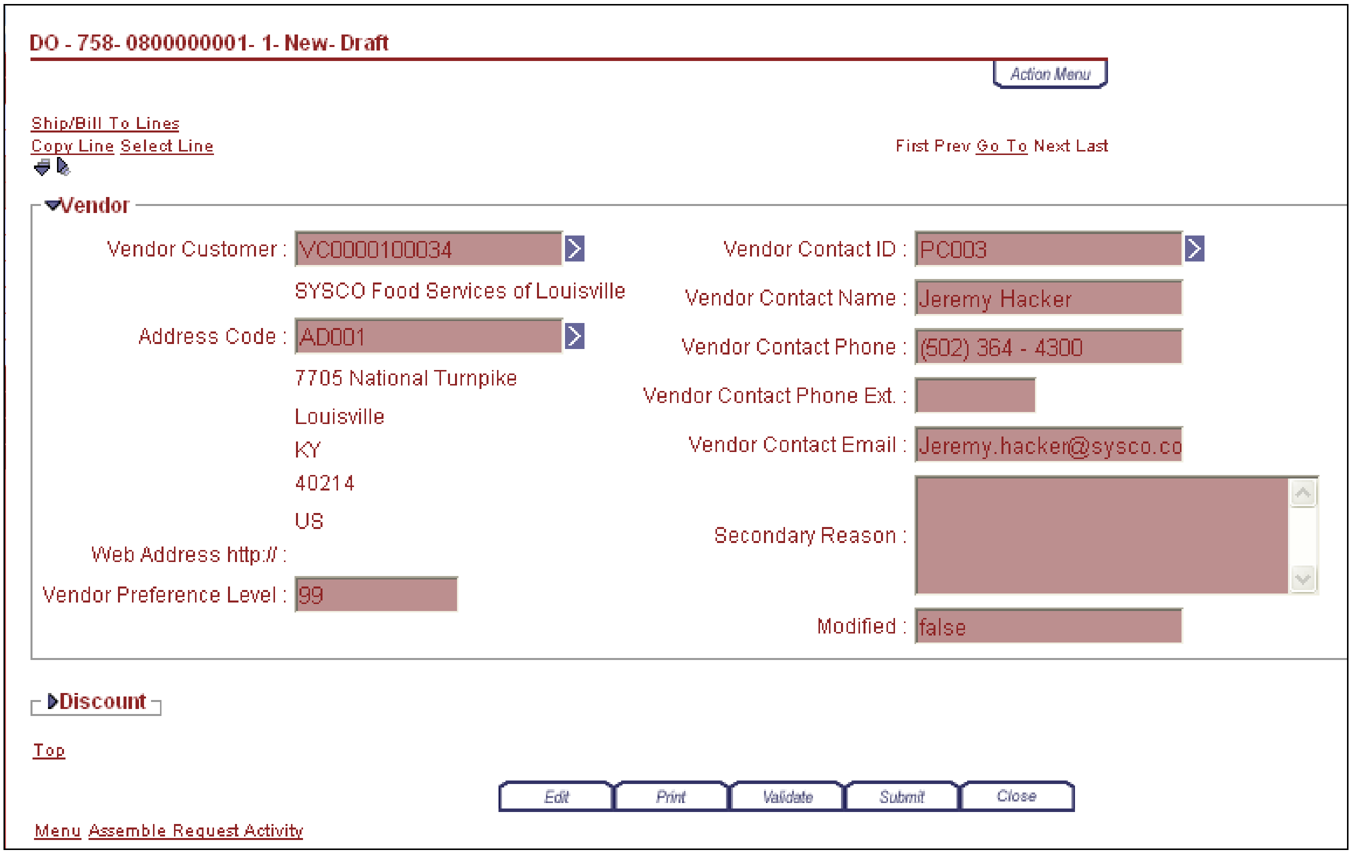
Please refer to the following when creating a Delivery Order

A majority of the information recorded on the Delivery Order (**DO**) will infer from the State Price Contract and the UR document that was previously created. You will need to inspect the following sections of the DO document to insure that the information is correct. The **DO** will be generated in Held mode. Users will need to click the **Edit** tab before any changes can be made to the document.

Inspect the **Header** section. The Header will contain the information that was entered into the Header of the UR document, such as the Document Description, the Contact Information and the Shipping and Billing locations. This information can be modified if the previously entered information has changed or is incorrect.

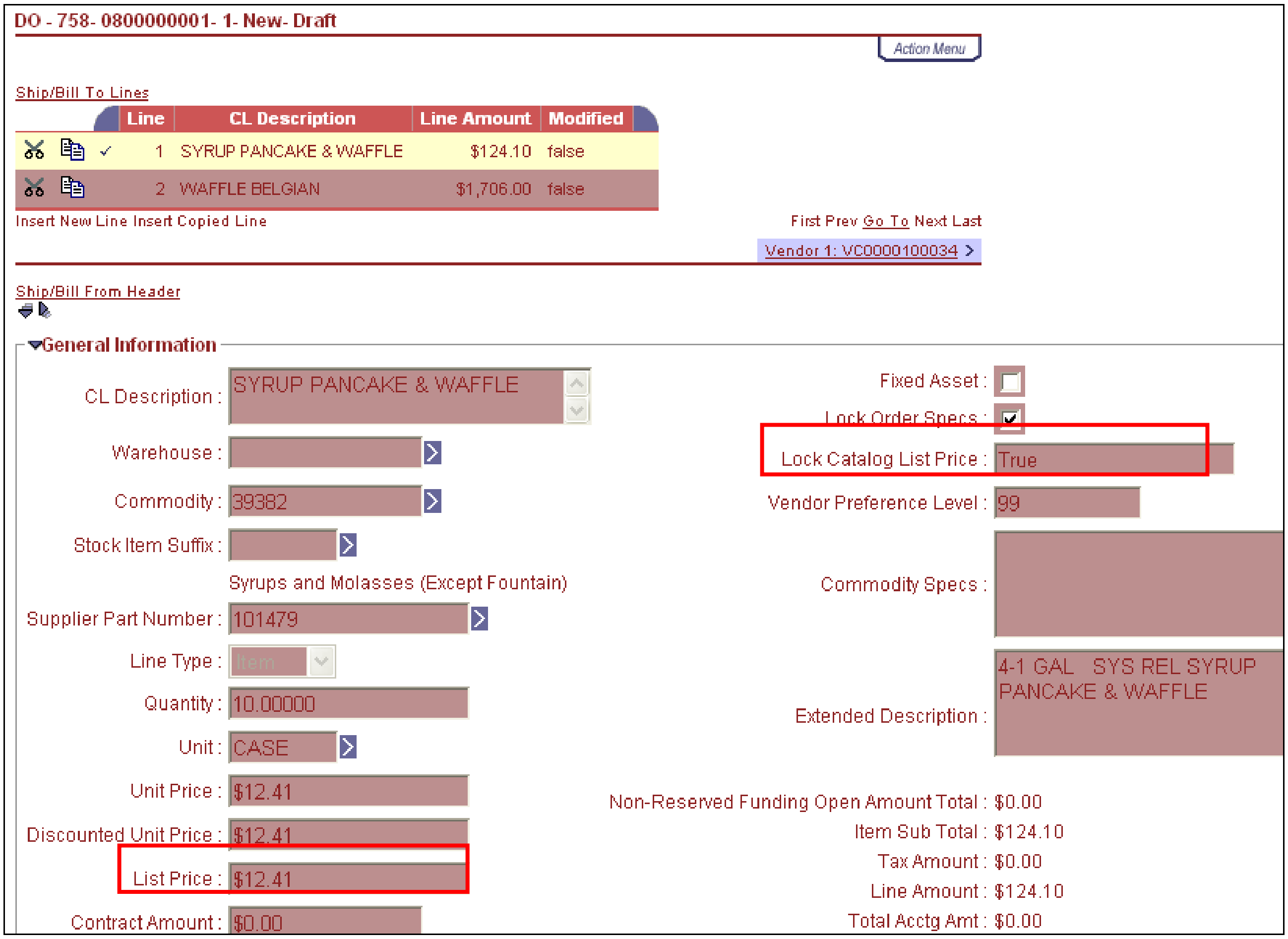


Inspect the **Vendor** Section. The Vendor from the Master Agreement will default to this record. The vendor may **not** be changed on a Delivery Order. When the document is validated the Vendor from the Master Agreement will always be re-inferred. The Vendor Customer Code can not be changed on the Delivery Order. If a different address is needed you may change the Address Code to the appropriate address as long as it is a valid address on the Vendor's record.



Inspect the Commodity Section of the Delivery Order. For items ordered in the Catalog none of the descriptive information may be modified (e.g. CL Description, Unit of Measure, Commodity Code, etc).

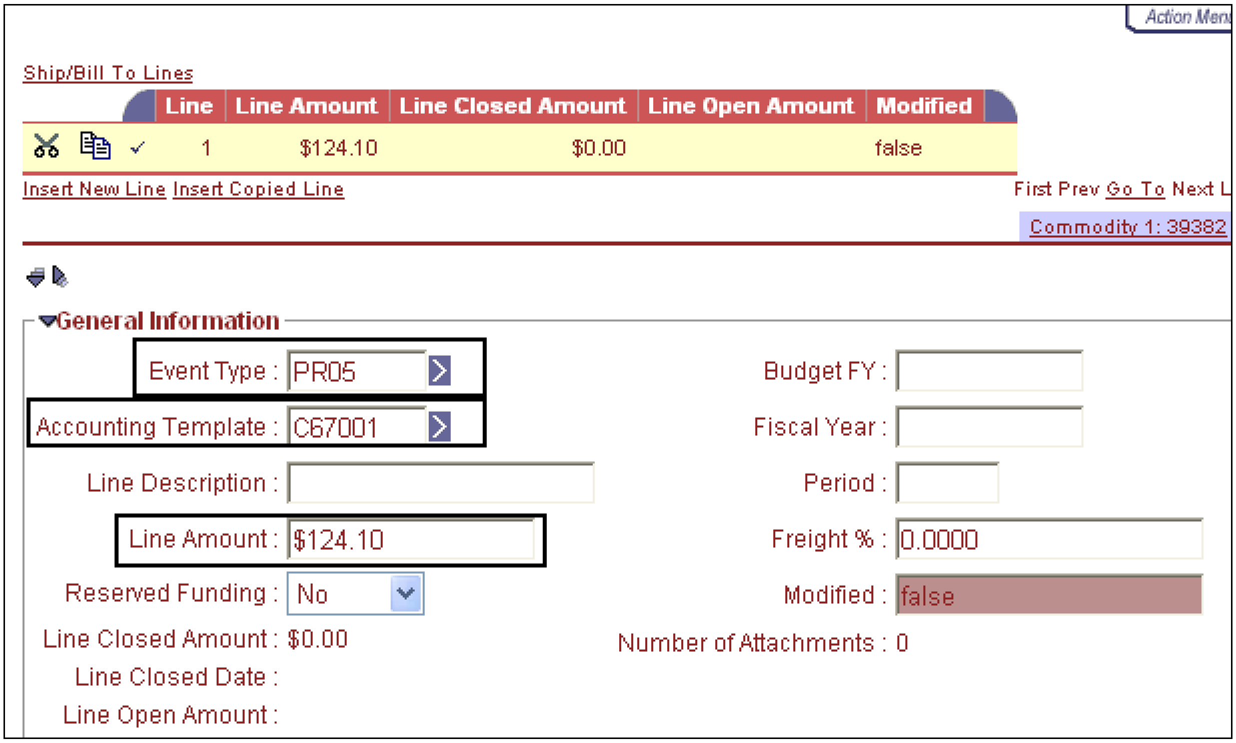
- The **List Price** field may only be modified for Catalog lines if the **Lock Catalog List Price** on the Master Agreement is set to false. This functionality is used to address cases where prices of items listed in the Catalog fluctuate. Once the List Price has been modified click on the **Recalculate Accounting Line Amount** link to automatically update the line amount for each referenced Accounting line.



Complete the Accounting Section

The Accounting Section Panel will need to be manually completed if a template or profile is incomplete or has not been used. The Panel displays all Accounting lines referencing the parent Commodity line. Each Commodity line will require an Accounting line.

Complete the required fields for the Accounting General Information section:



The **Event Type** is used to determine what posting codes will be used while bringing in specific rules fro data entry concerning referenced transactions, customer codes, vendor codes and all defined chart of account elements in the system. The **DO** document uses the following Event Types:

Encumbering Event Types:

- **PR05-** Order from External Vendor (default)
- **PR06-** Order from Internal vendor

Non-Encumbering Event Types:

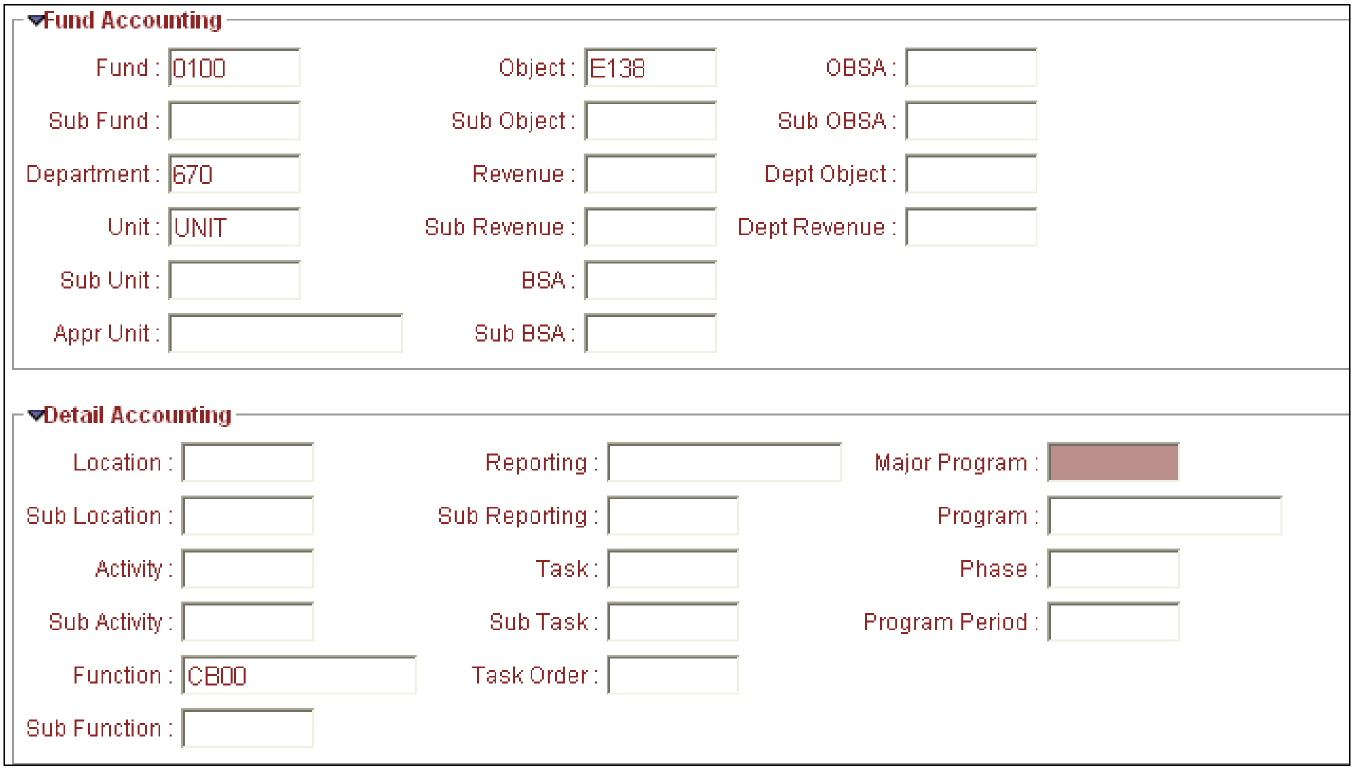
- **PR07-** Non-Accounting Order

Select the **Accounting Template** by selecting the pick list nest to the field. Accounting Templates are used to populate the Fund and Detail Accounting elements in the document. Elements of the Accounting Template are inferred after the document is validated. Any values entered by the end user either before or after the template has been inferred will override any values from the template.

Indicate the **Sub Total Line Amount**. This is the amount that is allocated to this Accounting Line. The sum of all Accounting Lines must equal the referenced Commodity Line.

View the Fund and Detail Accounting elements. These elements will be inferred if an Accounting Template is used or may be added by the user.

Select the appropriate Object Code or "E" Codes for accurate representation of expenditures. Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at http://finance.ky.gov/internal/eMARS/Chart+of_Accounts.htm to aid in your selection of proper Object Codes. Contact your agency's Fiscal Officer to determine specific codes when necessary.



Once you have entered all of your information and saved your document, you will need to complete the following steps to Assemble your document.

To Assemble:

1. From the Header Section click on **Assemble Document**.
2. Click **Submit Assemble Request**.
3. Click on **Refresh**, You should see the status as Successful (You may have to click refresh a few times before the assembly job finishes and you see a Successful Status).
4. Click **Back** to return to the document.

To Print the Assembled Form:

1. Return to **Header**
2. From the **Action Menu**, select **Attachments**.
3. Click **Download**.
4. While the PDF document is open use the File Menu Options to either print or email the document.

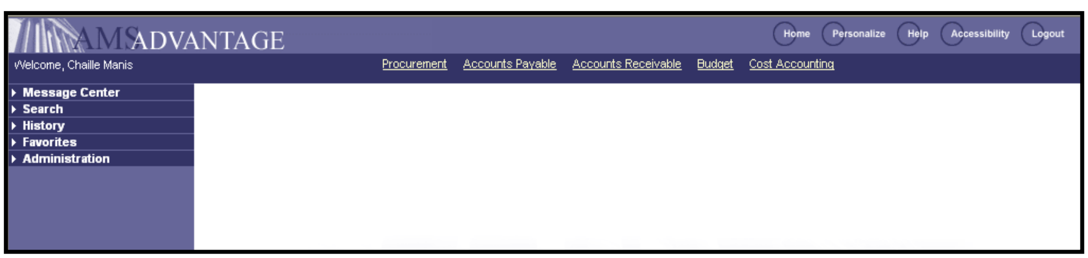
Once you have completed the **DO**, **Validate** the document to check for errors and **Submit** the document to initiate workflow for approval.

Logging In to eMARS

You will use a Student ID to access the training database during class. These IDs are only set up for the training environment. You should already have access to eMARS prior to taking this class. If not, please contact your Security Lead who will assign you a user ID and password to eMARS.

From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Student ID **NOTE: User Names are case sensitive.**
Password	Enter your Password and click **Login**. **NOTE: Passwords are case sensitive.**



The Home Page appears.

Exercise 1 – Initiate a Universal Requestor (UR) Document to Create a Delivery Order (DO)

Scenario

You need to complete a breakfast food order for the departmental cafeteria.

- You will search **URCATS** for the items that you need
- Add them to the Catalog Comparison Sheet as you find them.

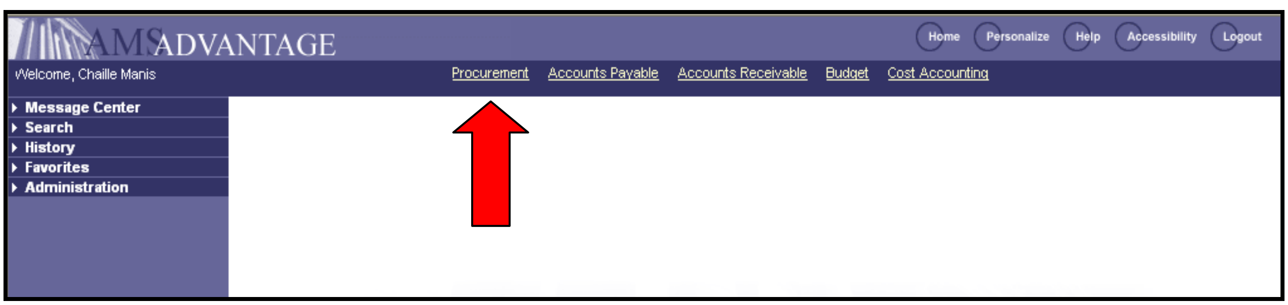
Task Overview

You will access the **URCATS** inquiry to search for the breakfast food items. As you find them, you will add them to the Catalog Comparison Sheet. On the Catalog Comparison Sheet you will record how many of each item you need, an accounting template, the shipping location. From the Catalog Comparison Sheet you will initiate the **UR** document.

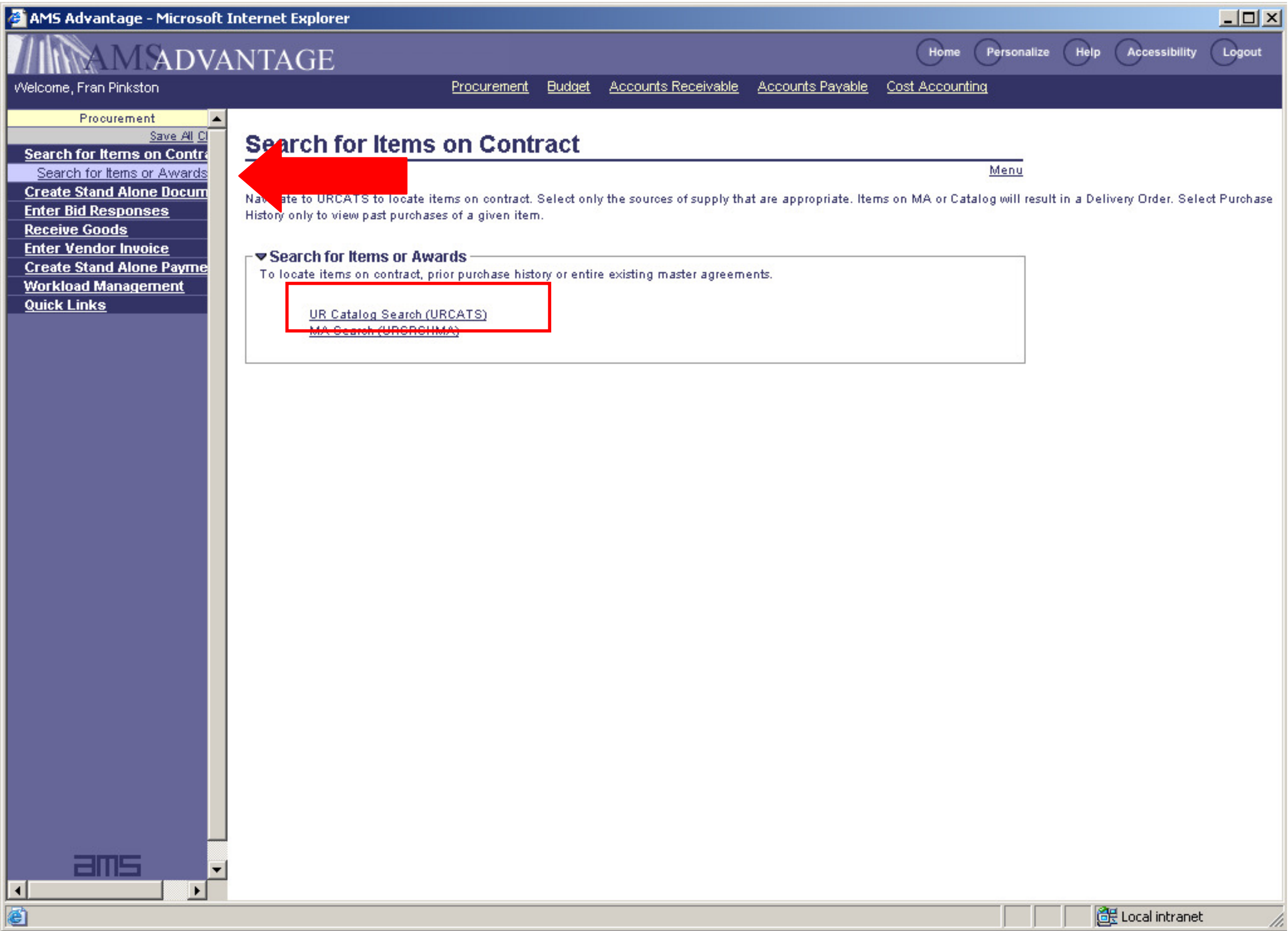
On the **UR** document you will complete the required information and then electronically attach the specifications, validate for errors, and submit your **UR** to Final. eMARS will generate the appropriate Delivery Order transaction. If an Order/Encumbrance is not required, a Payment Request document can be generated in its place.

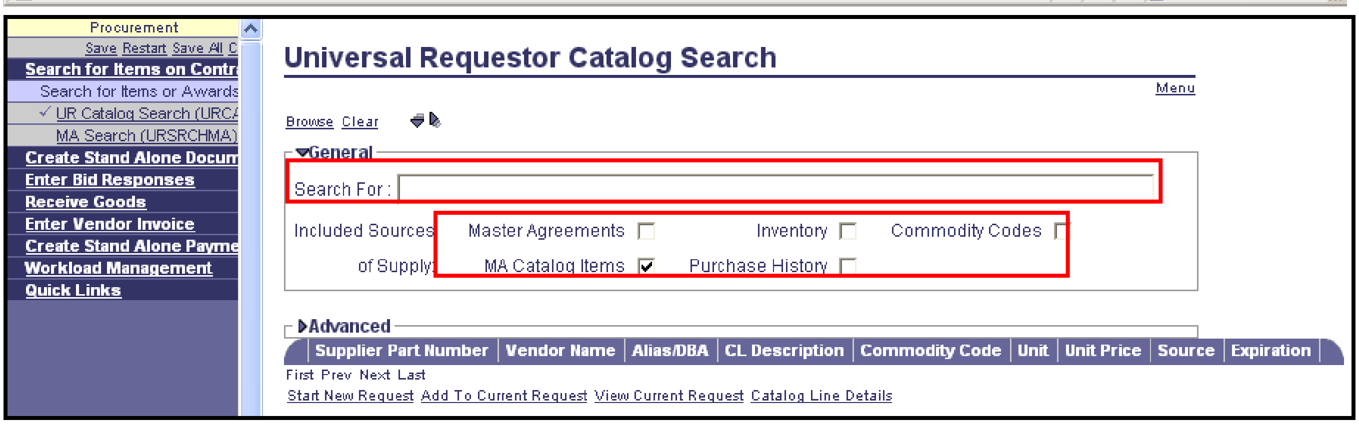
Procedures

1. Access the **Procurement Workspace**.



2. Click **Search for Items or Awards** and select **UR Catalog Search (URCATS)**. The Universal Requestor Catalog Search page opens.



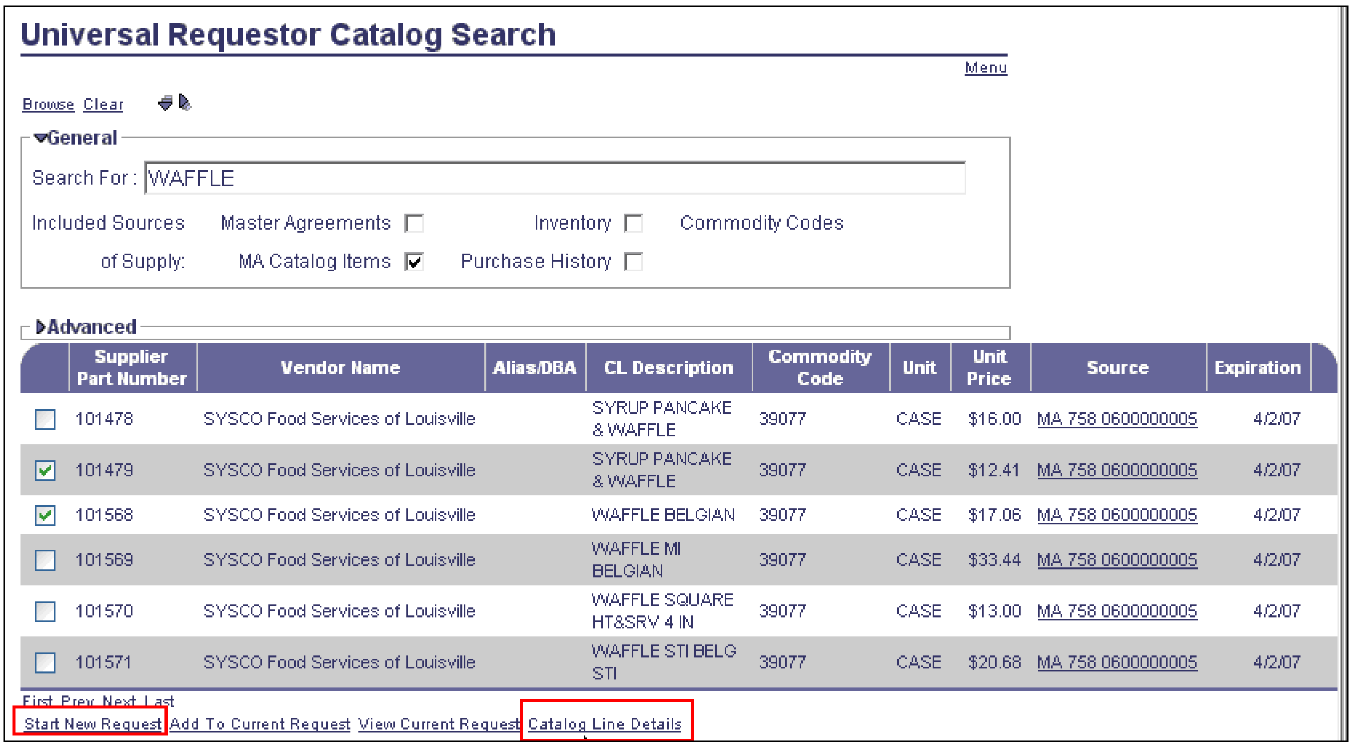


3. Deselect all **Sources of Supply** except the **MA Catalog Items** check-box. This means that the inquiry will only search for Catalog Items.

4. Type **Waffle** into the **Search For** field. This search field supports special characters and reserve words for advanced searching.

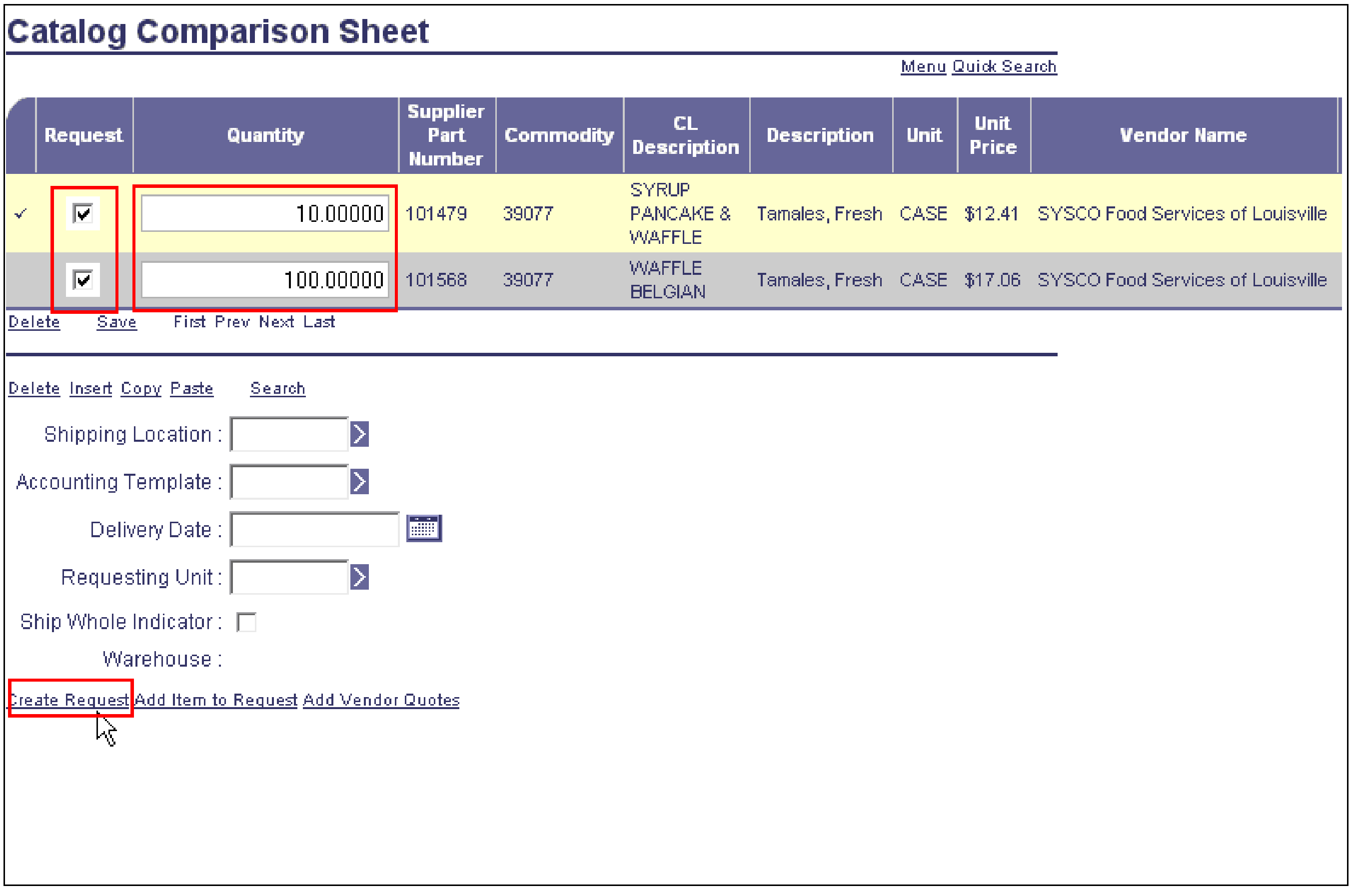
5. Click **Browse** to begin your search.

6. Review the results of the Catalog Search. eMARS returns a set of results based on relevancy (that is, based on how closely the item matches the search criteria entered), and then within relevancy, results are sorted first by **Vendor Preference** (ascending order) and then **Source** (Catalog Lines, Master Agreement Lines, Inventory, Purchase History, and Commodity Codes).



7. To view additional information about an item, select that item and click **Catalog Line Details**.

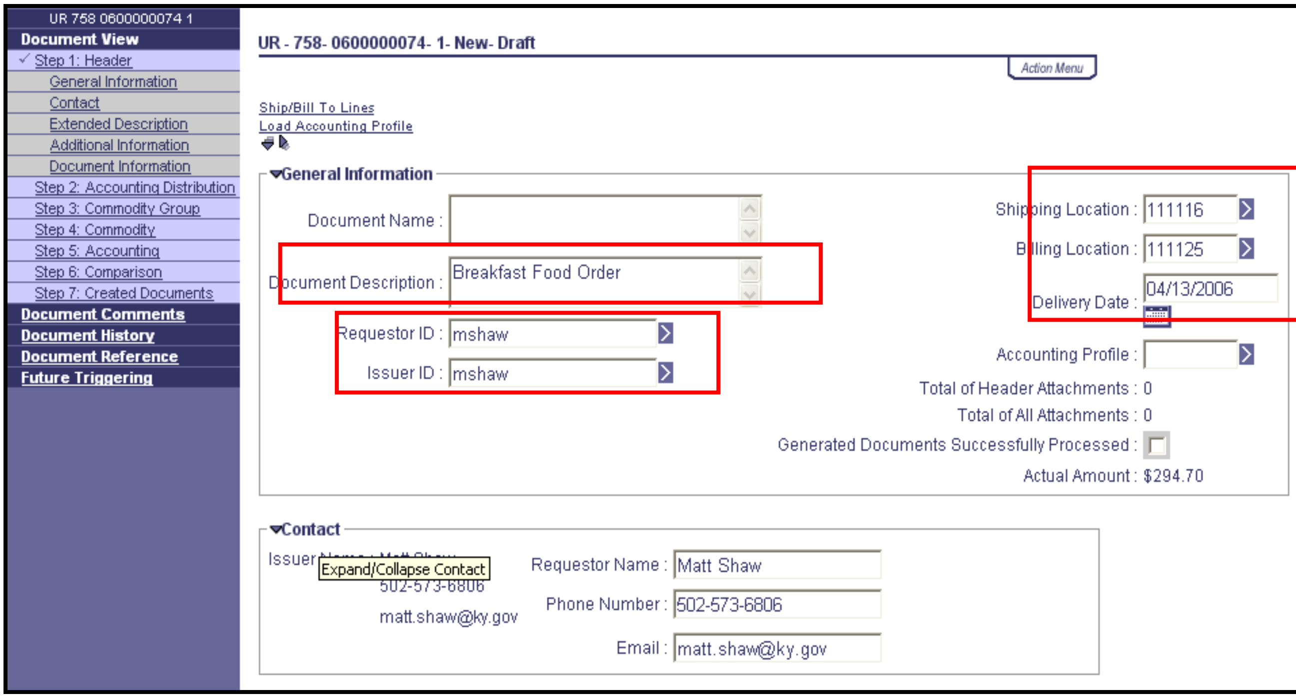
8. Select items with supplier part number **101479** and **101568** by checking the box next to the items to add to the Comparison Sheet and click **Start New Request**. The Catalog Comparison Sheet opens.



9. Compare prices and enter the following information:

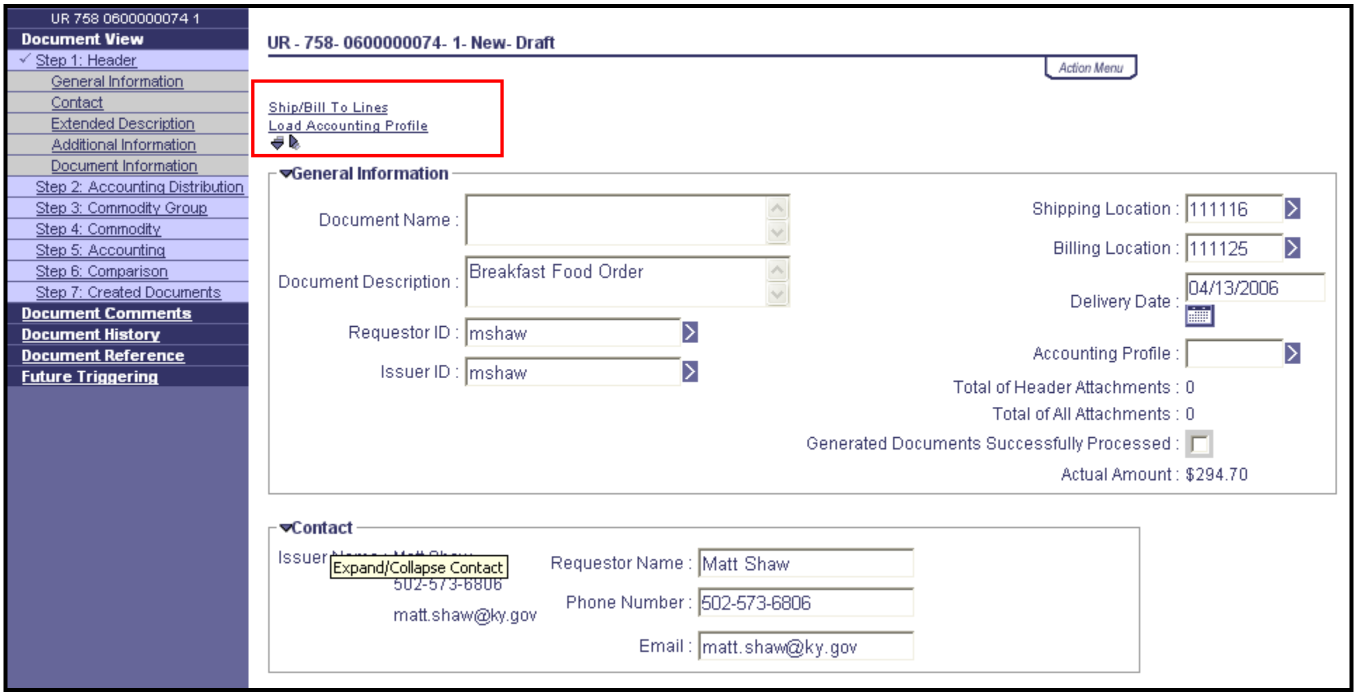
Required Fields	Values
Request – check-box	Select check box for each line.
Quantity	For Item 1 (**syrup**): enter "**10**". For Item 2 (**waffles**): enter "**100**".

10. Click **Create Request** to add the selected items to the Universal Requestor document. The **UR** document opens to the Header section.

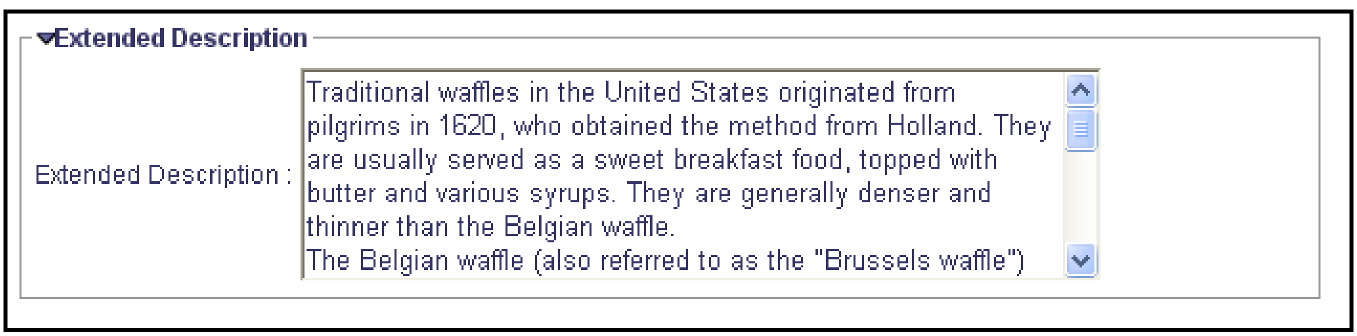


11. Complete the required fields in the General Information and Contact sections:

Key Fields	Values
General Information	
Document Description	**Breakfast Food Order StudentXX** (replace XX with your Student number) (This field is searchable from various inquiries like the Procurement Document Inquiry).
Requestor ID	**Select your User ID as the Requestor.** (The Requesting Id field indicates who will actually be using the items or services detailed on this Requisition).
Issuer ID	**Leave as defaulted.**
Shipping Location	**See Student Card**
Billing Location	**See Student Card**
Delivery Date	**Leave blank.**
Contact Section	
Requestor Name	**Leave as defaulted.** Defaults with Name based on Requestor ID after Save or Validate.
Phone Number	**Leave as defaulted.** Defaults with Phone based on Requestor ID after Save or Validate.
Email	**Leave as defaulted.** Defaults with Email based on Requestor ID after Save or Validate.

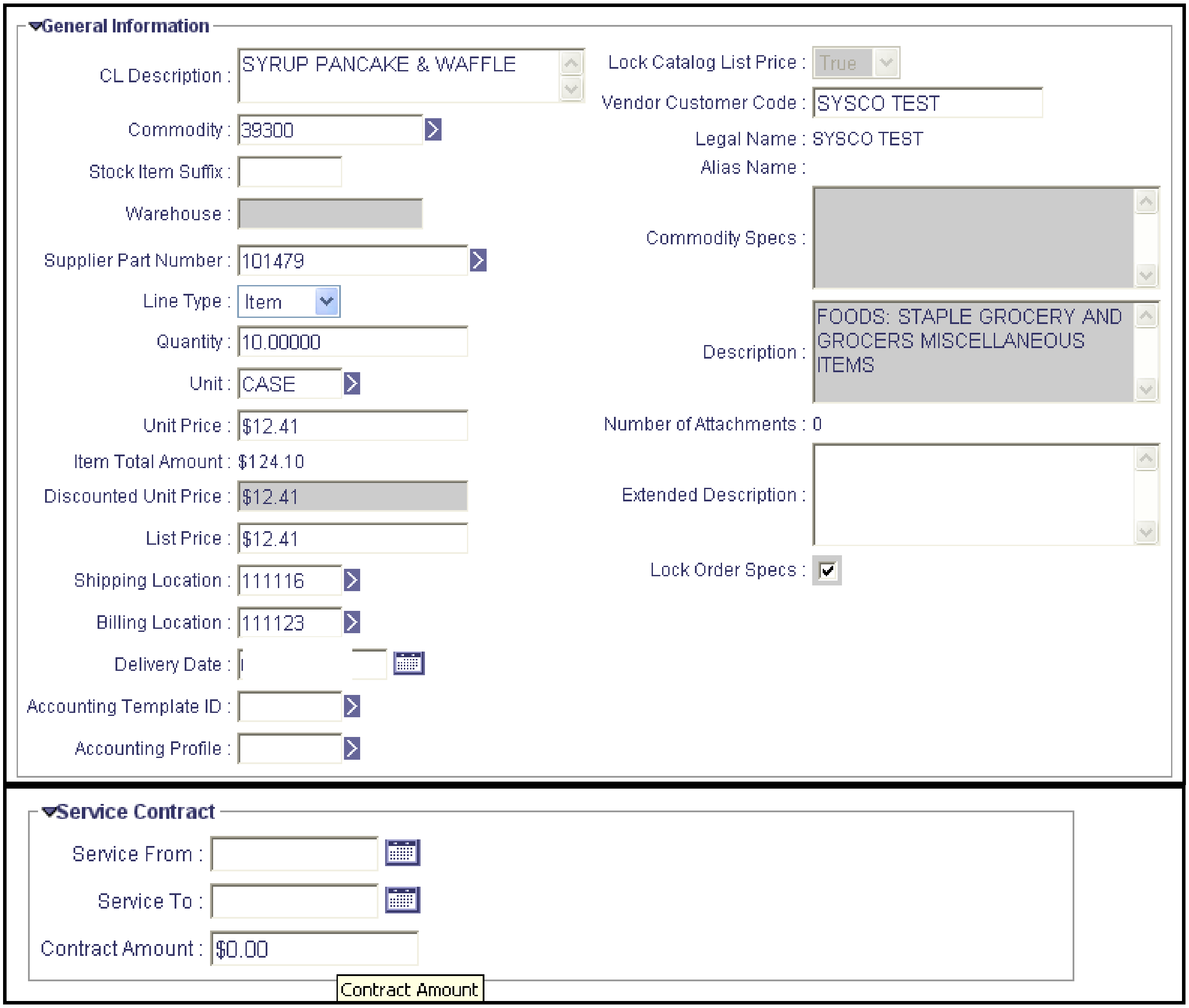


12. Add additional descriptive information to the **Extended Description** field (Recommended).



13. Click **Ship/Bill to Lines** to apply the Shipping and Billing Locations to the Commodity Lines. This link is located at the top of the page, above General Information.

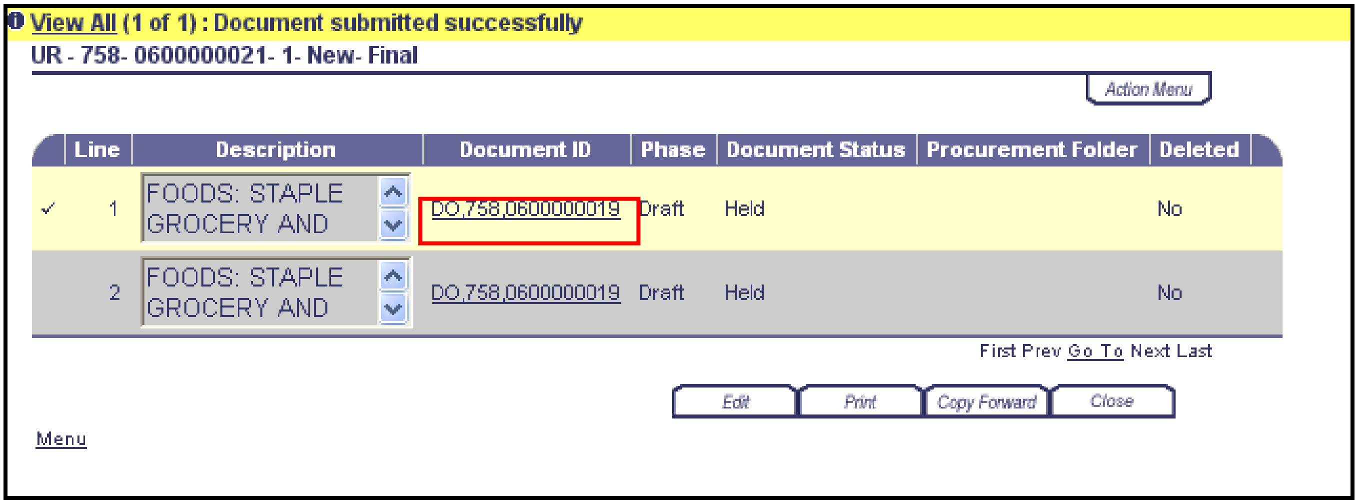
14. Click **Commodity** on the Secondary Navigation Panel.



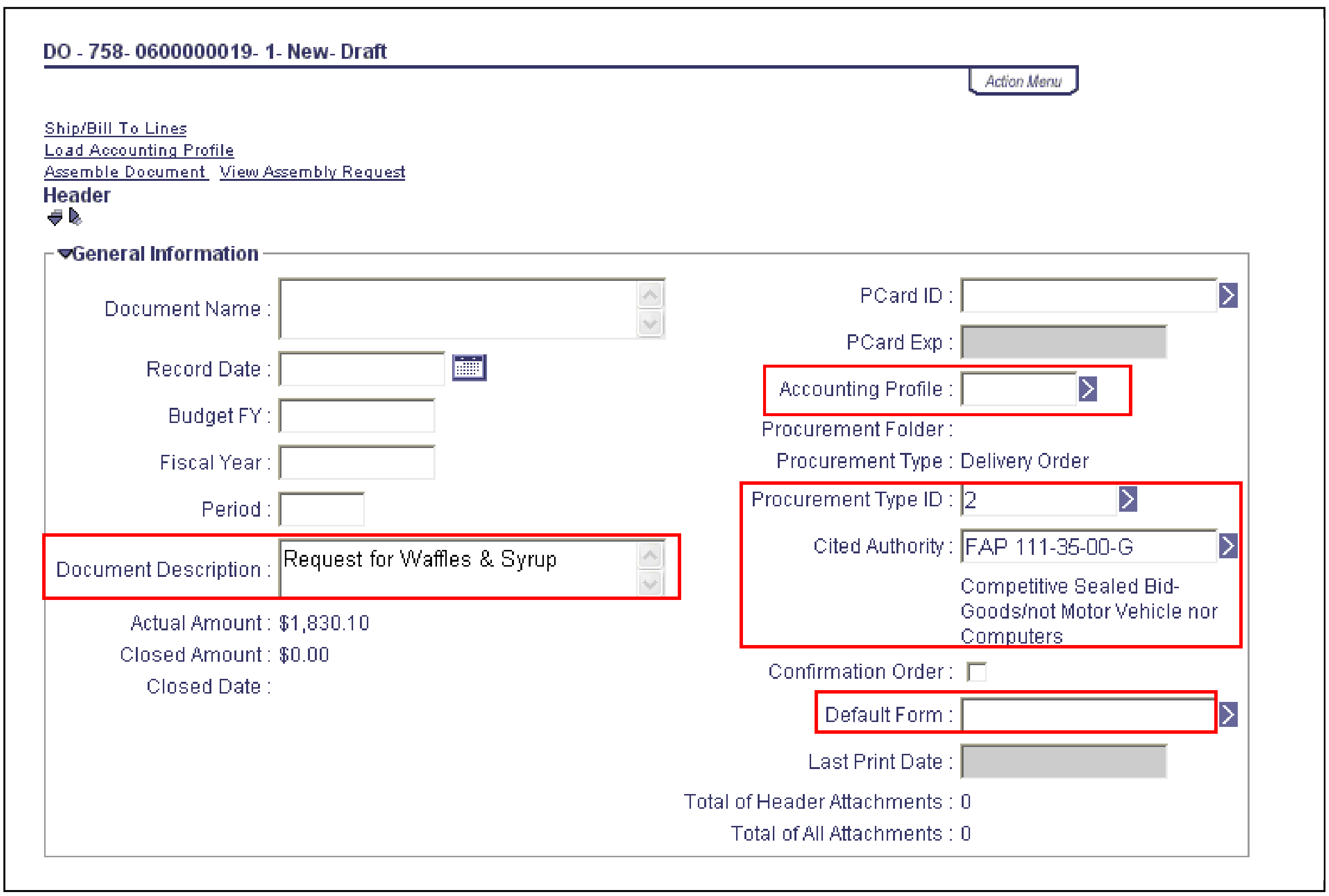
15. Click **Validate** to check for errors and then click **Submit.**

16. Click **Created Documents** in the Secondary Navigation Panel to open the **Created Documents** section.

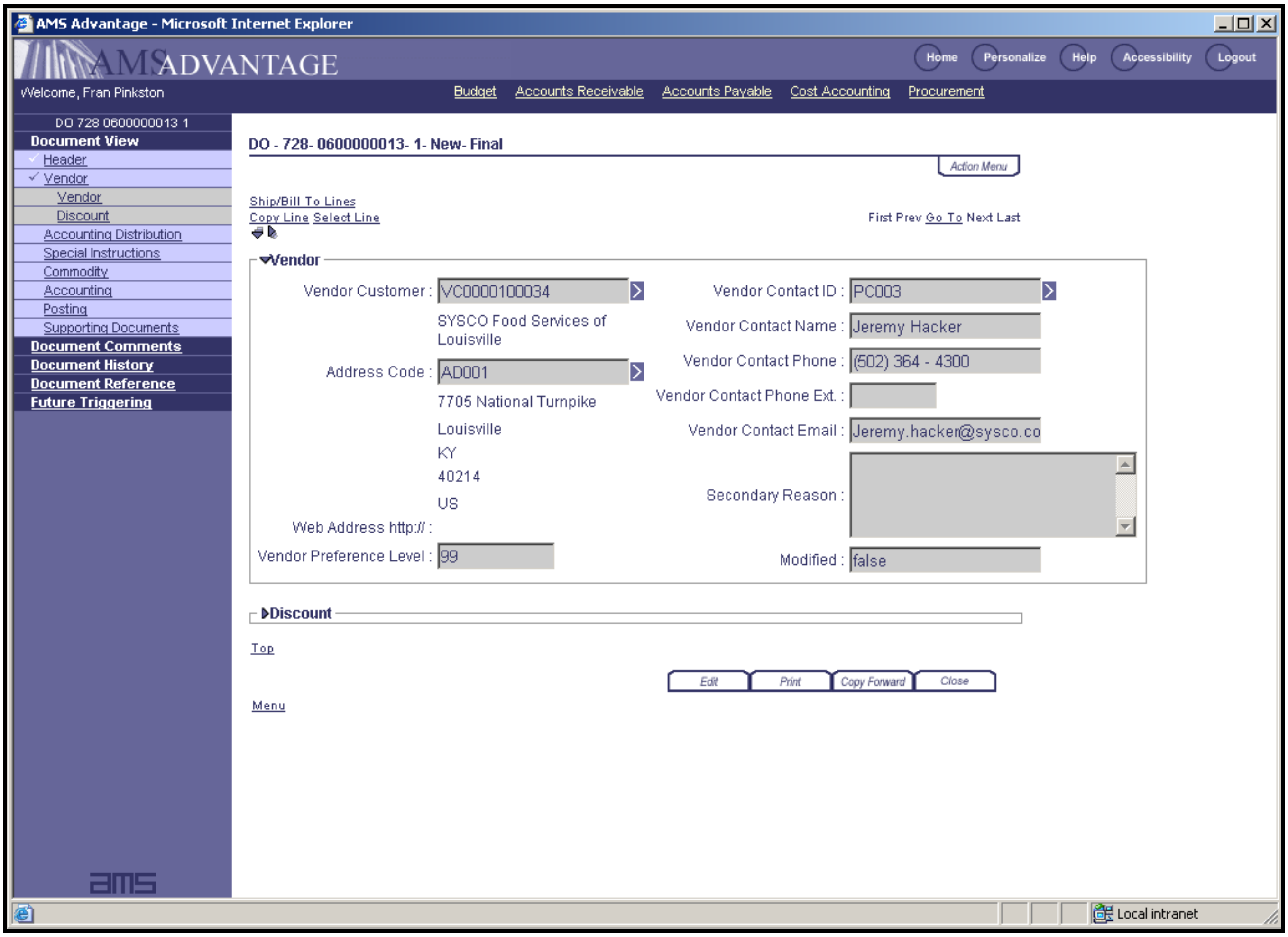
17. Inspect the **Created Documents** section. Once the **UR** has been submitted the **Created Documents** section will be populated with the documents that were spawned from the **UR**. There will be an entry for each Commodity line on the **UR**. Documents that are created from the **UR** are in Draft mode.



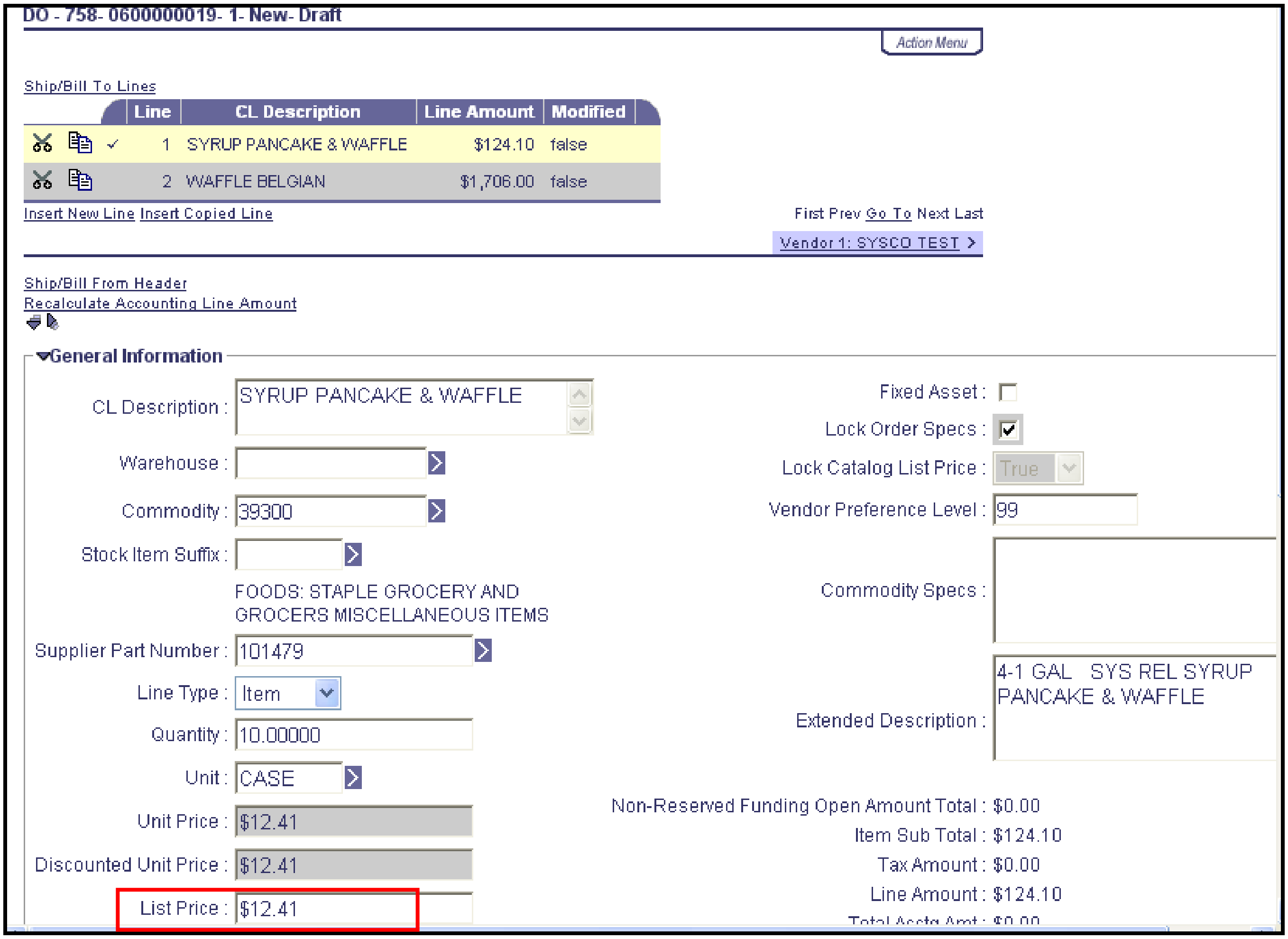
18. Review the **Delivery Orders** that have been created. Click the **Document ID** link to open the Delivery Order, and click **Edit**.



19. Inspect the **Vendor** Section. The Vendor from the Master Agreement will default to this record. The vendor may **not** be changed on a Delivery Order. When the document is validated the Vendor from the Master Agreement will always be re-inferred.



20. Click the **Commodity** Section of the Delivery Order. For items ordered in the Catalog none of the descriptive information may be modified (e.g. CL Description, Unit of Measure, Commodity Code, etc.). This functionality is used to address cases where prices for items listed in the Catalog fluctuate.



NOTE: The **List Price** field may only be modified on the Delivery Order for Catalog lines if the **Lock Catalog List Price** on the Master Agreement is set to false.

21. Click on the **<u>Accounting Section</u>** to enter your Accounting information.

22. Click **<u>Insert New Line</u>**. Complete the required fields for the Accounting Line for Commodity Line 1.

Required Fields	Values
Event Type	**Defaults to PR05**
Accounting Template	**See Student Card**

Line Amount	**$124.10**
Object	**E341** **Note-** Select the appropriate Object Code or "E" Codes for accurate representation of expenditures. Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at http://finance.ky.gov/internal/eMARS/Chart+of_Accounts.htm to aid in your selection of proper Object Codes. Contact your agency's Fiscal Officer to determine specific codes when necessary.

23. Return to the Commodity Section and select Commodity line 2 from the list.

24. Click on the **Accounting** section to enter in the Accounitng information for Commodity Line 2.

25. Click **Insert New Line**. Complete the required fields in the Accounting Line for Commodity Line 2.

Required Fields	Values
Event Type	**Defaults to PR05**
Accounting Template	**See Student Card**
Line Amount	**$1706.00**
Object	**E341**

Every Commodity Line must have at least one complete Accounting Line. Individual elements may be replaced as required (e.g. **Object)**. You can navigate between the Commodity Lines by clicking on the small link to the bottom right of the Commodity Grid information to view all of your Commodity Lines on the grid at once, or by clicking on the First, Previous, Go To, or Next links right above it.

26. Once all information on the Delivery Order has been verified, click **Validate** to check the document for errors. Assemble to verify printed document.

To Assemble:

1. From the Header Section click on **Assemble Document**.
2. Click **Submit Assemble Request**.
3. Click on **Refresh**, You should see the status as Successful (You may have to click refresh a few times before the assembly job finishes and you see a Successful Status).
4. Click **Back** to return to the document.

To Print the Assembled Form:

1. Return to **Header**
2. From the **Action Menu**, select **Attachments**.
3. Click **Download**.
4. While the PDF document is open use the File Menu Options to either print or email the document.

27. **Submit** the document to initiate workflow for approval.

28. **Write down** the Delivery Order Document ID on your Student Card. The Delivery Order number will be used again in Exercise 4.

5 - Universal Requestor Master Agreement Search (URSRCHMA)

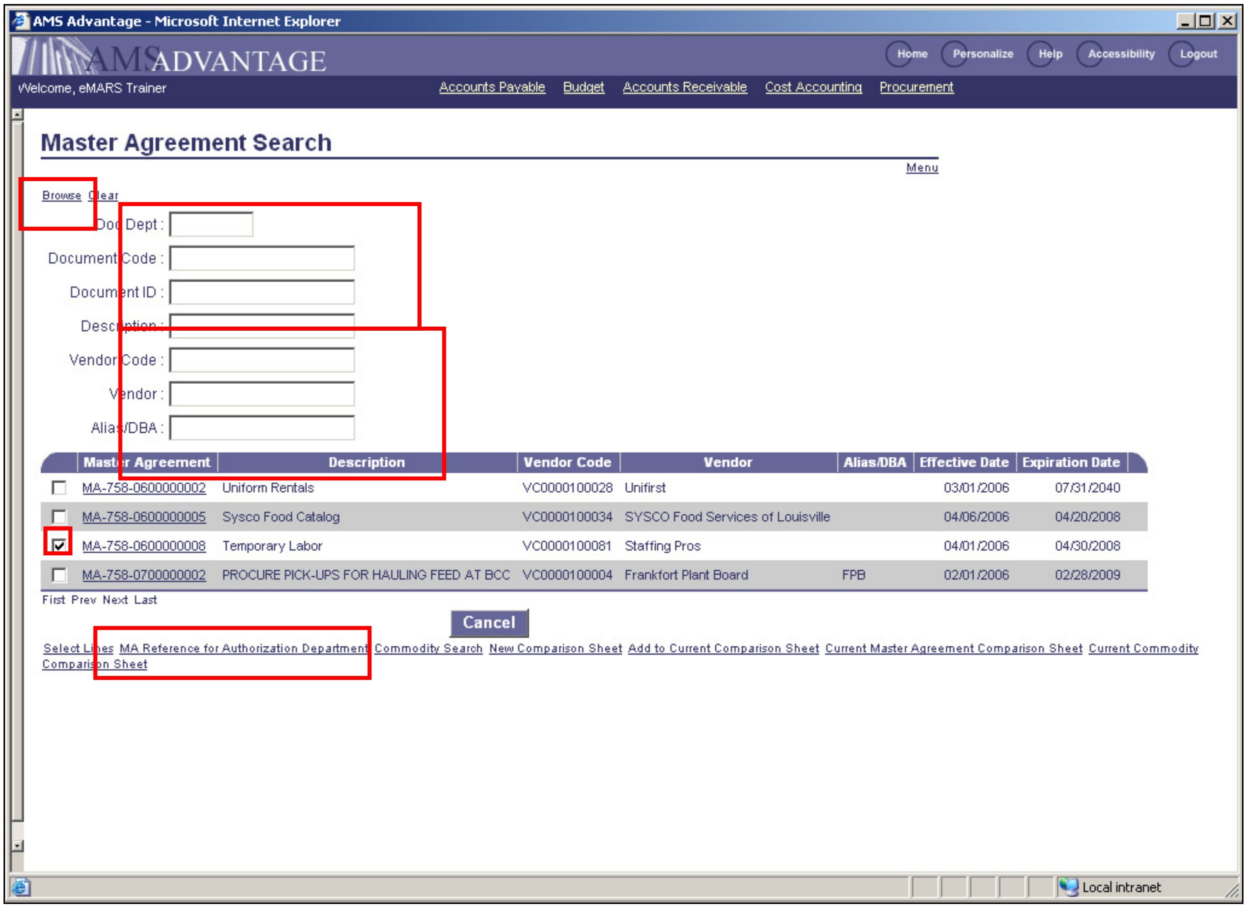
The **URSRCHMA** Inquiry should be used to generate Delivery Orders (**DO**) or Payments under the following circumstances:

1. The Master Agreement has been set up with individual commodity lines and not a price catalog.
2. The Purchase is primarily for services that are available on a Master Agreement (**MA**) and you would like to use the two-way match Delivery Order (**DO2**).

In this example we will be creating a Payment Request (**PRC**) with a Master Agreement (**MA**) instead of a Delivery Order. In the event the Vendor is an internal Vendor, the Internal Payment Request (**PRCI)** would be the appropriate document.

To create a Payment Request referencing a Master Agreement using the **URSRHMA** Inquiry, complete the following steps:

Access your **Procurement Workspace**. The Search for Items or Awards section is open. Click on the **MA Search (URSRCHMA) link**. The Master Agreement Search page opens. This page allows you to perform a Search for Master Agreements by Document ID, Document Description or Vendor Information. From here you can check to see if your Department is authorized to make a purchase from a given Master Agreement. To view if your Department is an authorized department users will need to access the MA Referenced Authorized Departments link found at the bottom of the URSRHMA. Once you have found the Master Agreement (**MA**) you can move to the next step in the process of selecting **MA** lines to order.

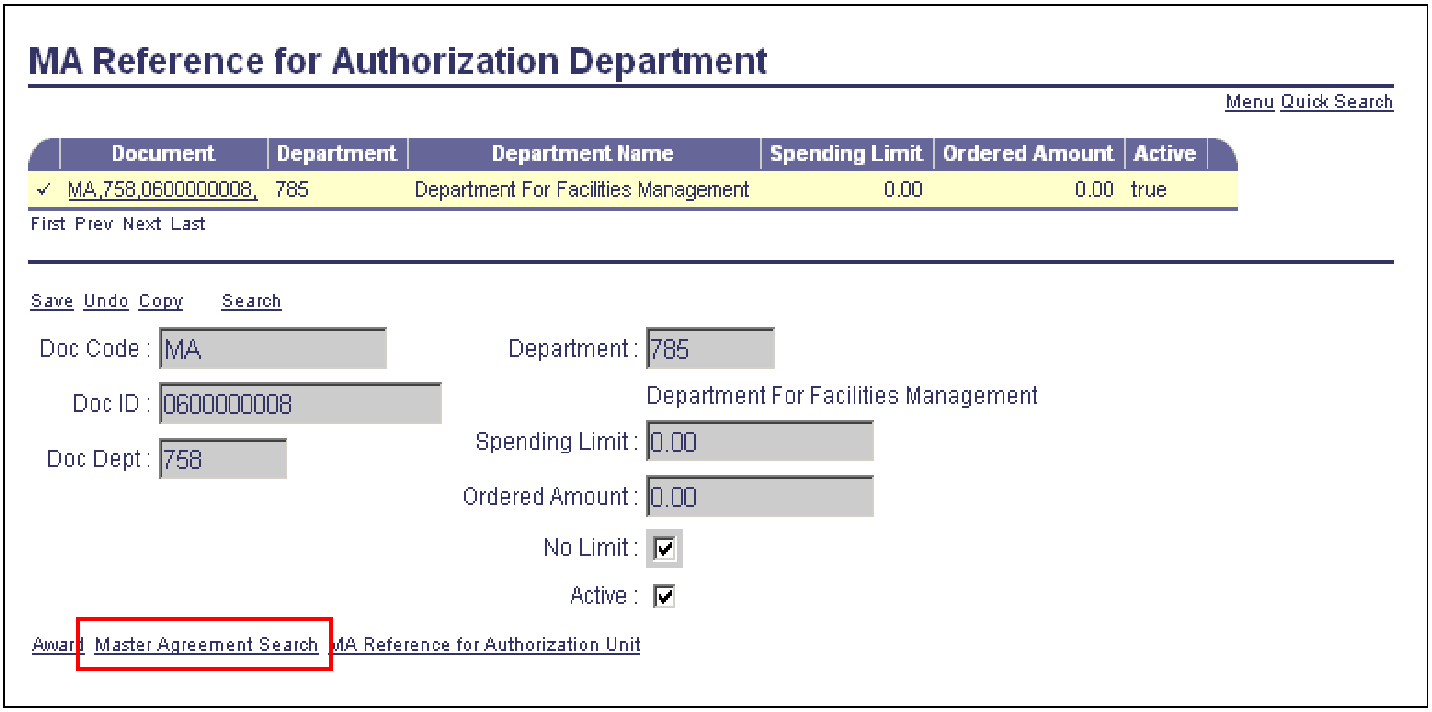


You may search for a Master Agreement (**MA**) by entering any combination of the Master Agreement Document ID; Master Agreement description; or Vendor Code and Name. Click **Browse** to execute the search.

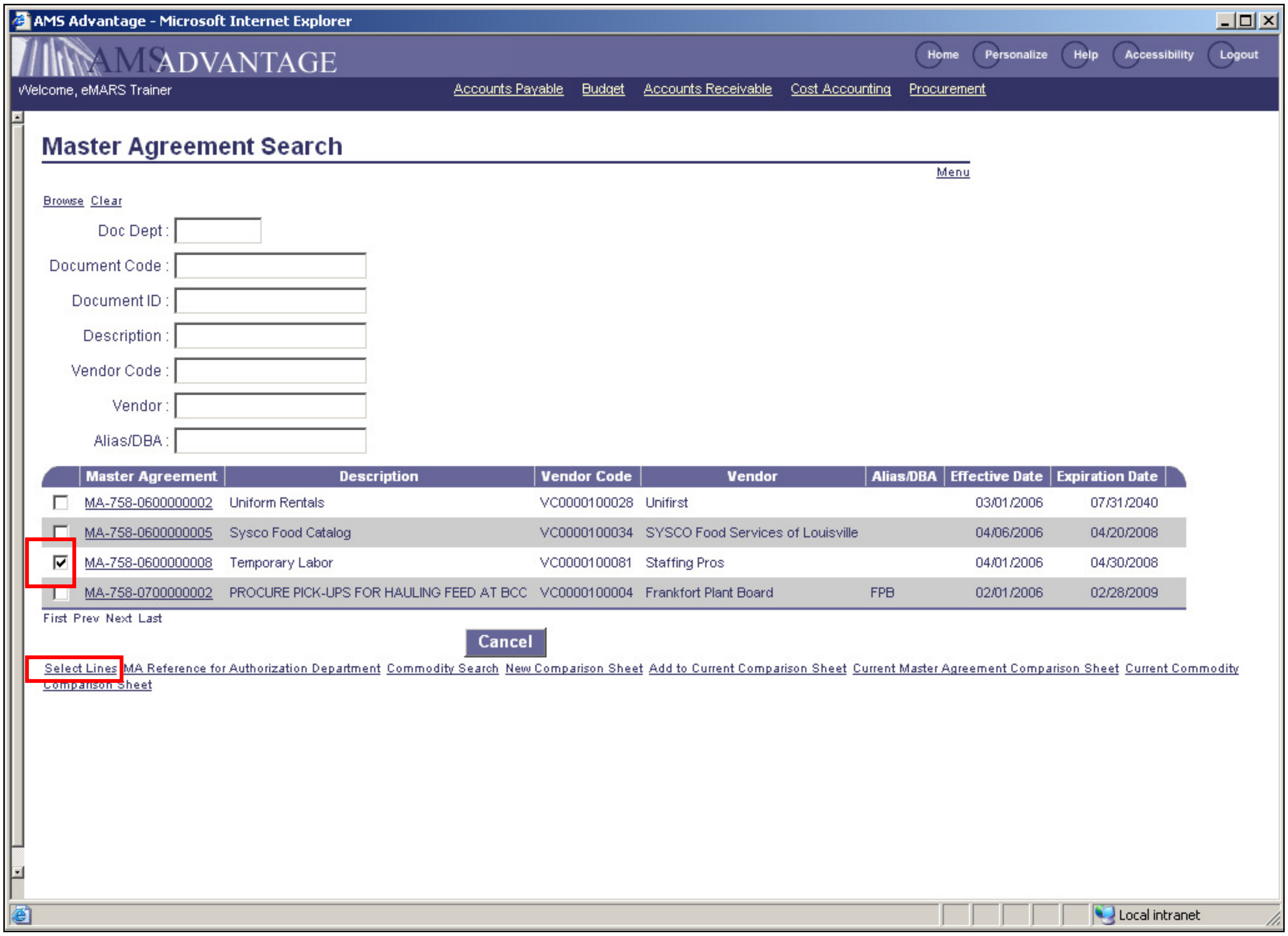
NOTE: If nothing is returned from the search, locate the **MA** in the Document Catalog to make sure it has not expired. Only active Master Agreements will return in the search.

Click the document link to open the Master Agreement (**MA**). Click the **Authorized Department** link in the Secondary Navigational Panel see if your department is allowed to make purchases from the Master Agreement (**MA**) you selected. Click **Close** to return to the Master Agreement Search page.

To view procurement summary activity by authorized Departments for which you have access, click the **MA Reference for Authorization Department** link.



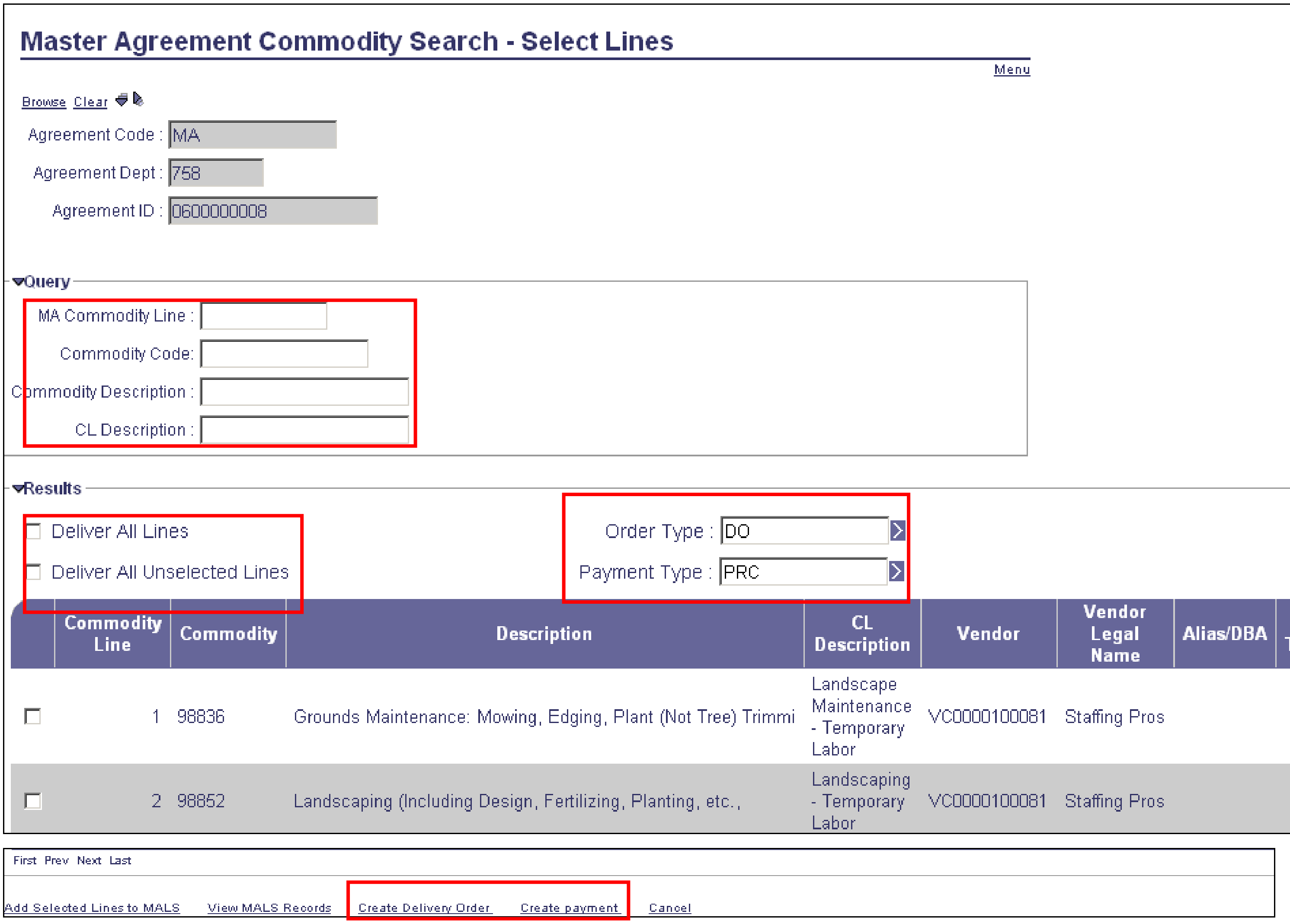
Click the **Master Agreement Search** link to return to the Master Agreement Search page.



Select the check-box next to the Master Agreement from which you would like to make the purchase.

Click the **Select Lines** link. The Master Agreement Commodity Search – Select Lines Page will open. This page lists all the Commodity Line items that are available for order on the Master Agreement. The line that is displayed represents each Commodity line that exists on the Master Agreement.

NOTE: From the Select Lines Page, you can only search for the general Commodity Line, not the actual Catalog items associated with the Commodity Line.



- The **Query Section** is used to narrow down the list of line items for you to choose from. You may search by **Commodity Code, Commodity Description**, or **CL Description**. Once you have entered your filter parameters, click **Browse** to view the results in the grid section.

NOTE: From the Select Lines Page, you can only search for the general Commodity Line, not the actual Catalog items associated with the Commodity Line.

- The **Deliver All Lines** check-box can be used if you would like the Payment Request document **(PRC)** or Delivery Order **(DO)**to be created with all lines on the Master Agreement.

- The **Deliver All Unselected Lines** check-box can be used if you would like only those lines that are not selected to be created on the resultant **PRC** or Delivery Order. This option is useful if you want most lines on the Master Agreement but not all. You must first select all the lines that you **do not** want on the **PRC/DO**.

- The **Order Type** field is used to select the document code of the Delivery Order that will be created when you click on the **Create Delivery Order** link. The **DO2** Delivery Order does not require a receiving report for payment and is typically reserved for the purchase of services.

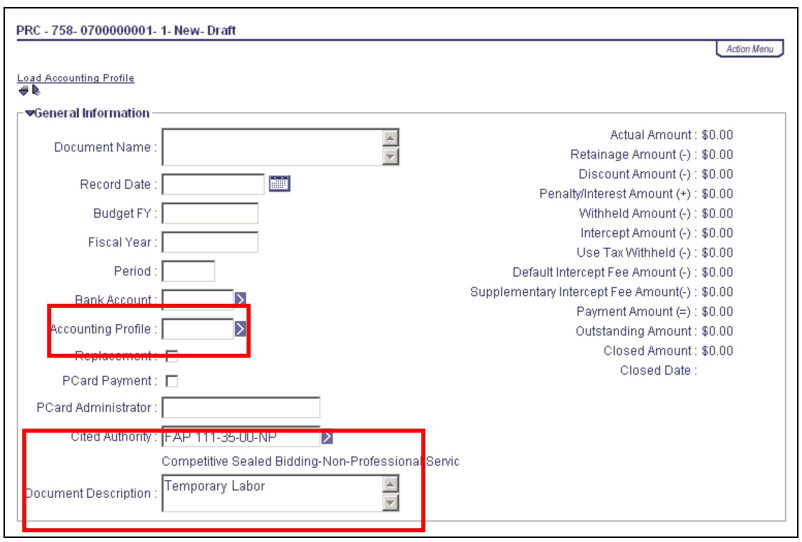
- The **Payment Type** field is used to select the document code of the Payment Request that will be created when you click on the **Create Payment** link. Please accept the default of **PRC.**

- The **Create Delivery Order** link will create a draft Delivery Order (**DO** or **DO2**) with the line items selected on this page. The Delivery Order will open to the Header section.

- The **Create Payment** link will create a Payment Request (**PRC**) with the line items selected on this page. The **PRC** will open to the Header section.

Select the line items from the grid by selecting the check box next to the desired line and click on the **Create Payment** link.

Complete the **PRC** Header section. The **PRC** should be used to reference a Master Agreement in cases where an Order Document is not required. For example, a telephone order has already been placed.



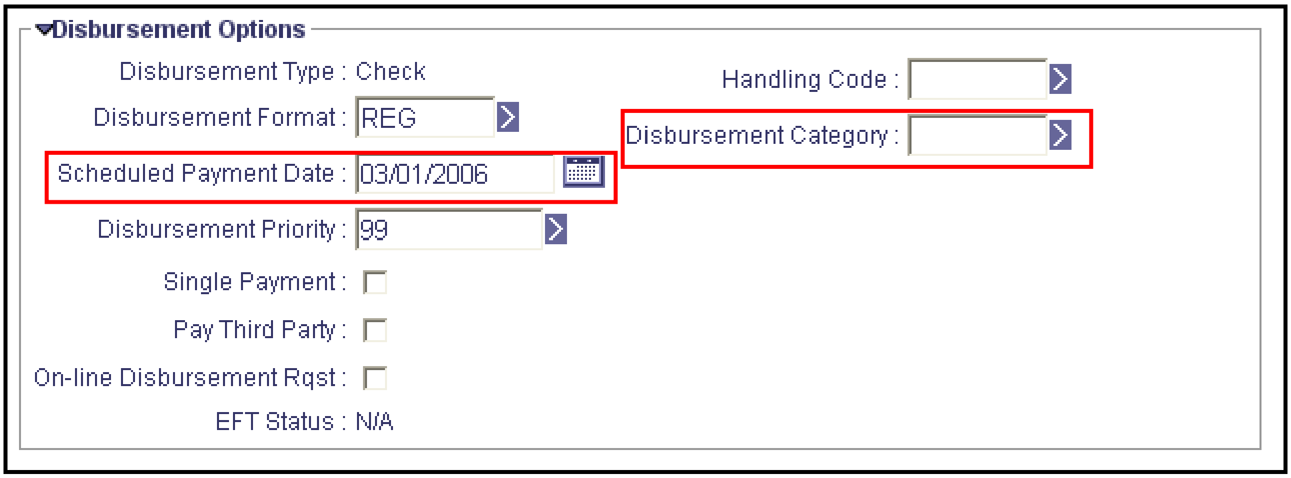
- You may select an **Accounting Profile** here to populate the Accounting Distribution section. Once you have selected an **Accounting Profile,** click **Load Accounting Profile** to populate the Accounting Distribution section with the Accounting lines associated with the profile **(Optional).**

- The **Cited Authority** value will default from the Master Agreement and should not be modified. (Required).

- The **Document Description** is a required field and does print-out. The description is also searchable from various inquiries like the Procurement Document Inquiry. The document description should be used to indentify the purpose of the document. This field is limited to 60 characters.

Click **Vendor** in the Secondary Navigation Panel and inspect the Vendor that was defaulted to this document from the Master Agreement. The Vendor Customer Number can not be modified. The only field that can be changed in this field is the Address Code where a different payment address can be selected.

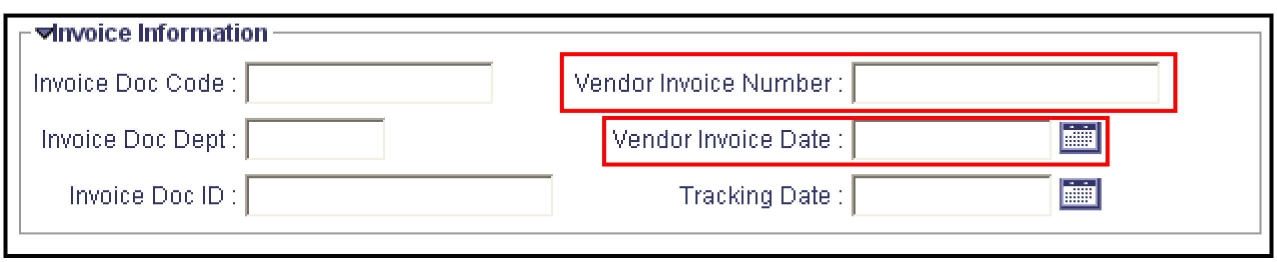
Click the **Disbursement Options** section and schedule this transaction for payment by completing the **Scheduled Payment Date** field. If the Scheduled Payment Date is left blank, the system will infer today's date upon approval. The appropriate date is usually called the payment due date on the Vendor's Invoice.



- The **Scheduled Payment Date** is the date the Vendor expects to receive payment. Checks or **EFT** payments will be disbursed in enough time to reach the Vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. **This value will default to today's date so it is your RESPONSIBILITY to set the value in the Commonwealth's best interest.**

- The **Disbursement Category** is used to determine how the check will be handled once printed. Please accept the default of **STM.**

Expand the Vendor **Invoice Information** section to record the **Vendor Invoice Number** and **Vendor Invoice Date**. Information entered into this section will be automatically added to each Commodity line when the document is validated.



The **Vendor Invoice Number** (Required) is the number from the invoice received from the Vendor. The Vendor Invoice Number must be unique and cannot already exist on the Vendor Invoice Registry table for the referenced Vendor.

The **Vendor Invoice Date** is the actual date of issue shown on the Vendor's invoice.

Click **Accounting Distribution** in the Secondary Navigation Panel. Complete the **Accounting Distribution** section, if you have not loaded a profile or have loaded only a partial profile. The Accounting Distribution panel is used to build a list of Accounting lines with a given percentage of distribution for the purpose of applying that distribution to each Commodity line automatically.

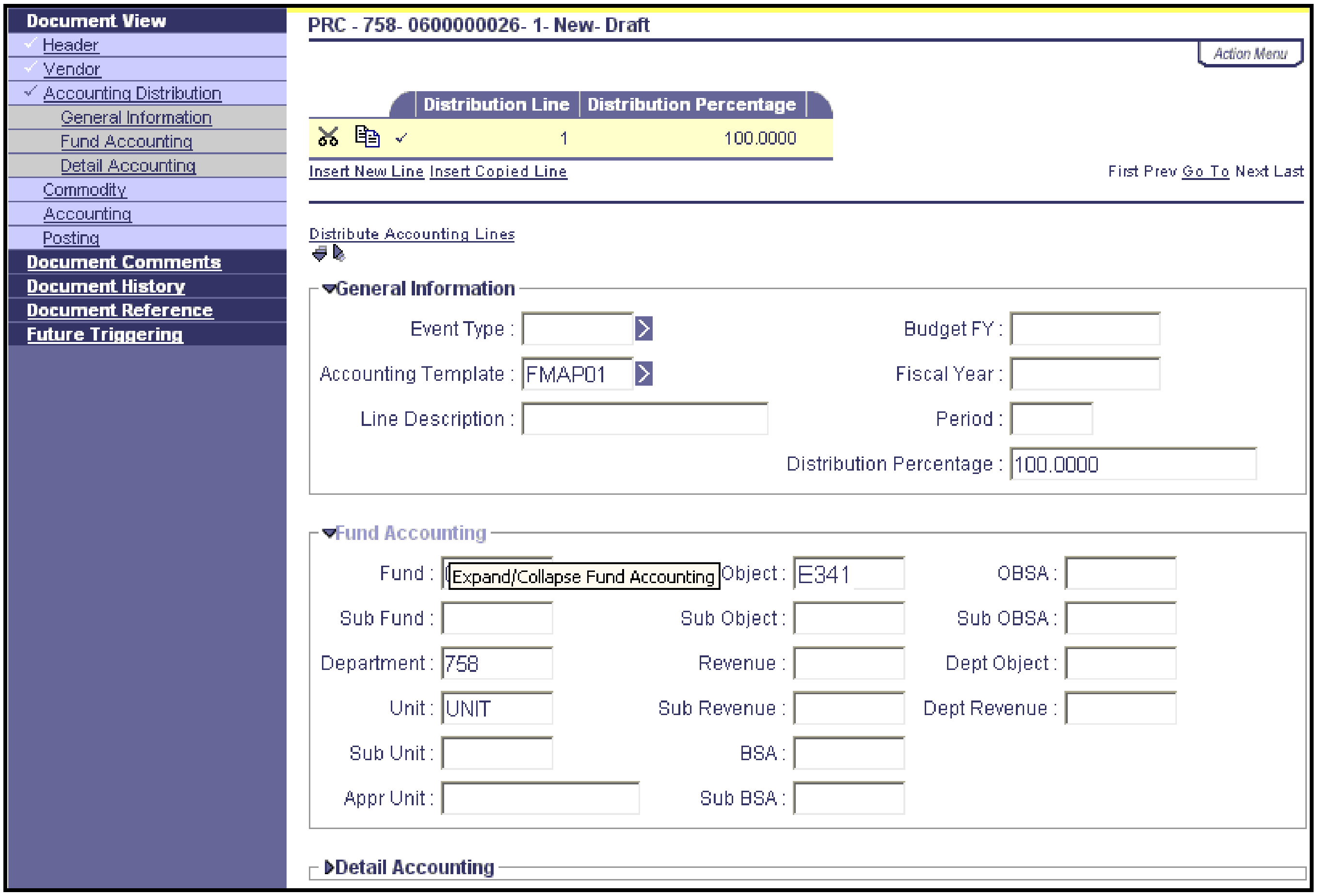
Once you have entered the initial set of Accounting lines, the system can automatically replicate these Accounting lines for each of the commodities. Based on the percentages associated with each of the Accounting lines, the system also automatically calculates the correct funding.

When a distribution has been built on this panel and the document is validated the Distribute Accounting Lines link will be available. Click the **Distribute Accounting Lines** link to apply the listed Accounting lines to each Commodity line.

NOTE: Clicking the **Distribute Accounting Lines** link at any time will overwrite any pre-existing Accounting lines.

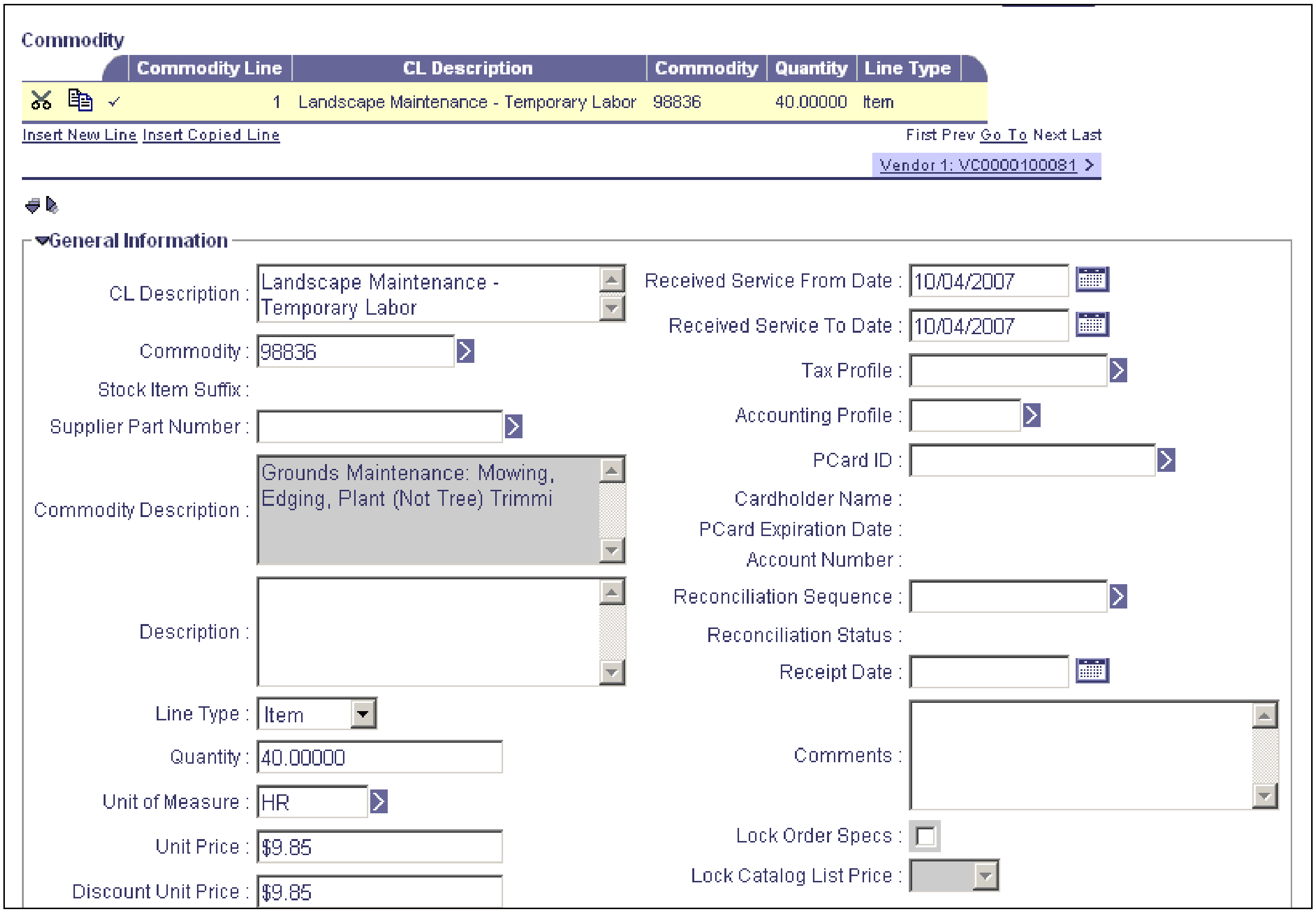
NOTE: The **Accounting Distribution** section is **not** a document level summary of the Accounting lines associated with all Commodity Lines. Rather it is a way to enter one funding distribution and populate to all Commodity lines.

- The **Event Type** field will determine the accounting transaction that will be performed when the Payment Request is submitted. For **PRC** Event Type AP01 defaults.
- For each line in the distribution, an **Accounting Template** may be selected. If selected then accounting elements associated with a template will populate the **Fund Accounting** and **Detail Accounting** sections.
- For each line in the Accounting Distribution, a **distribution %** must be assigned. The percentage should be entered as a number between 0 and 100 with a maximum of four decimal places. The sum of all distribution percentages for all lines in the distribution must equal exactly 100.
- If an Accounting Template is incomplete or not being used then the individual accounting elements must be specified in the **Fund Accounting** and **Detail Accounting** sections.



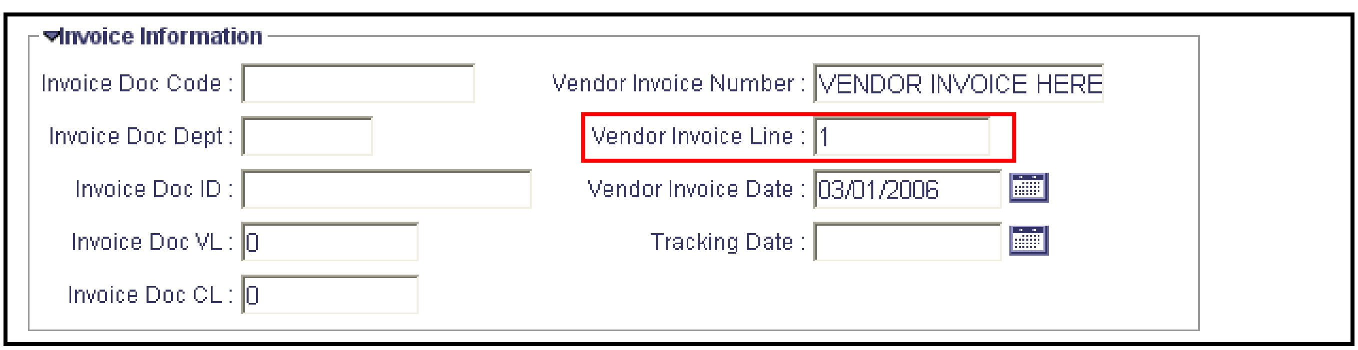
Click **Commodity** in the Secondary Navigation Panel to access the Commodity section. Most of the information on the Commodity line will default from the Master Agreement or Catalog.

NOTE: If a Catalog Line is selected during this process then the user will have to select a Supplier Part Number to reference through the Supplier Part Number pick list.

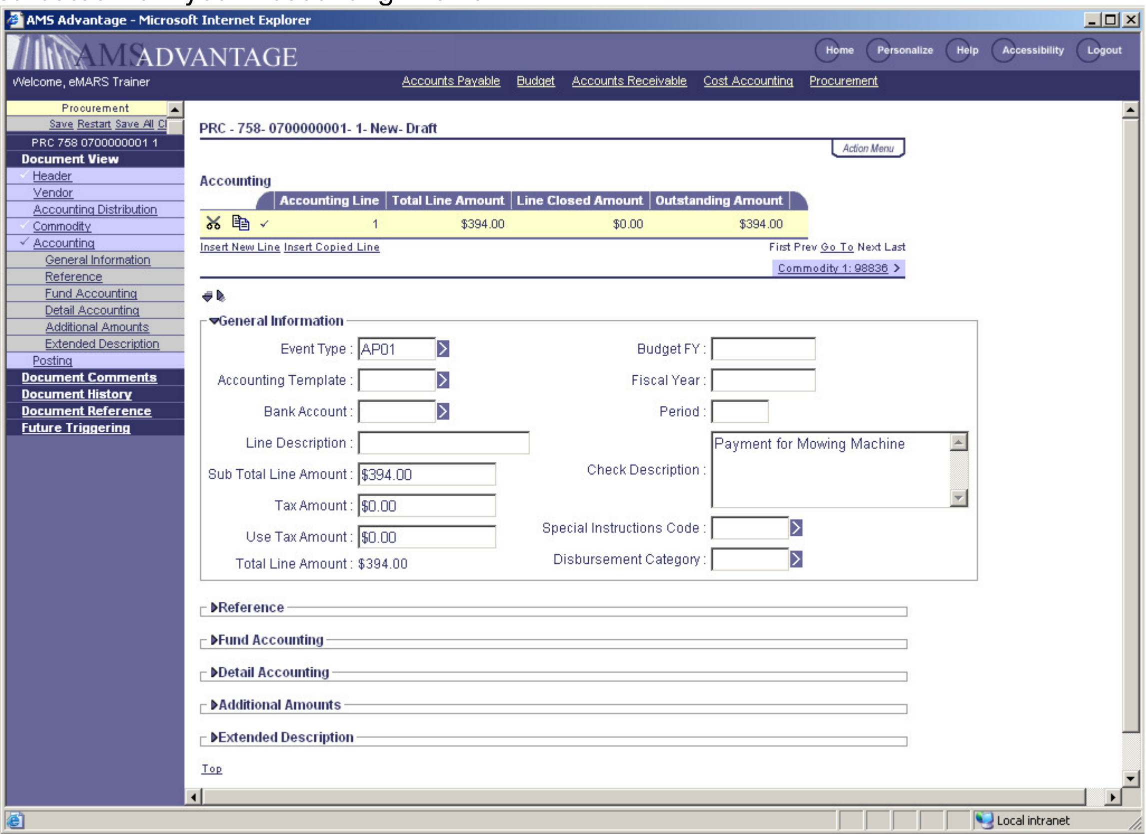


Enter **Invoice information** on the Commodity Line. The **Vendor Invoice Number** and **Vendor Invoice Date** will default from the Vendor when the **PRC** is validated. The User must still record a **Vendor Invoice Line** Number on each.

NOTE: Thirty (30) characters of the Vendor Invoice Number will print out on the check the Vendor receives.



Click **Accounting** from the Secondary Navigation panel to view the Accounting Information that has been distributed from your Accounting Profile.



NOTE: The first 24 characters of the **Check Description** field will print out on the check stub. This field should be used to communicate data needed by the Vendor to apply the payment properly. When entering information in this field you should avoid using the Tab and Return function.

When you have completed the PRC document, click **Validate** to check for any errors.

How to Print the PRC

1. Print the PRC by selecting **Print** located at the bottom of the screen.
2. The Print page opens. Click the **PRINT** link at the bottom of the page. You should get the message “document print job was successfully submitted.

NOTE: This selection will initiate a batch cycle to run. This cycle takes 5-10 minutes to run and during that time your document will be processed into a downloadable **PDF** file that you can print

1. To access the file, go to the Header section of the document and click on **Action Menu**.
2. Open the Attachments page and open the **PDF** attachment file by selecting **Download**.
3. The **PDF** Version should open. **File**/**Print** to print the document.

Once you have corrected any errors, click **Submit** to initiate workflow for approval.

The **PRC** Document is further covered in the Accounts Payable Class.

5 – Requisition Process (RQS)

In the Requisition phase, a user creates a request for the desired goods or services. For procurements that exceed an agency's delegated Authority, a user must prepare a Requisition (**RQS**) document in eMARS to describe the requirement, receive departmental approval, and route to OPS/DECA for subsequent processing.

The Commonwealth will use the Standard Requisition (**RQS**) document code. Depending on the Procurement Type, the **RQS** may be optional.

The Process to complete a Requisition document is as follows:

Access your **Procurement Workspace**.

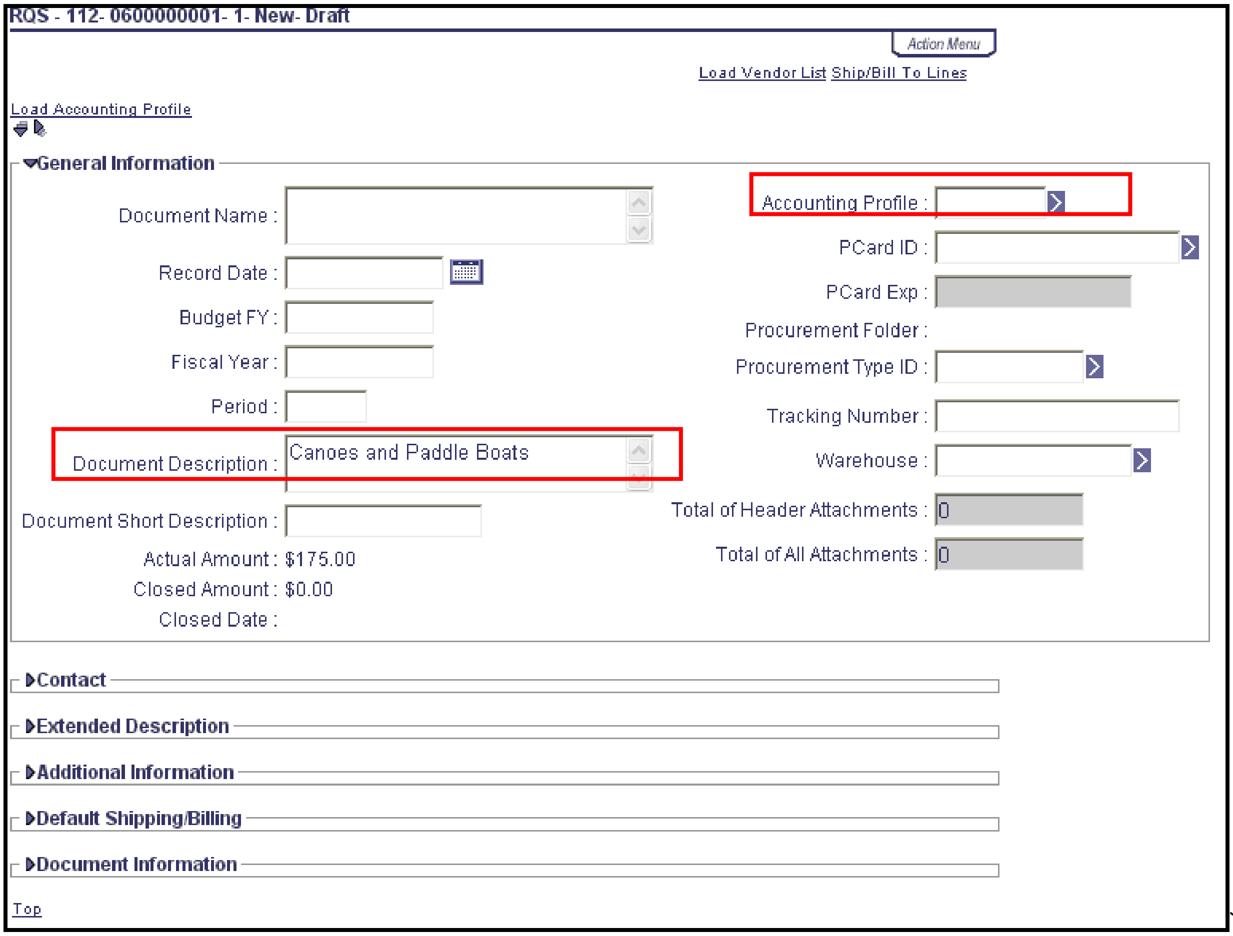
Click **Create Stand Alone Document,** select **Create Requisition** and click **Requisition (RQS)** link.

Click **Create** to change into Create mode

Enter your document **Department Code** and document **Unit Code** into their respective fields and select **Auto Numbering**

Click **Create** to create the **RQS** document. The document opens to the Header section.

Complete the required and optional information in the Requisition Header:



- The **Document Description** is required and does print-out. The description is also searchable from various inquiries like the Procurement Document Inquiry (**PRCUDOC**).
- You may select an **Accounting Profile** to populate the **Accounting Distribution** section. Once you have selected an Accounting Profile**,** click **Load Accounting Profile** to populate the Accounting Distribution section with the Accounting lines associated with the profile **(OPTIONAL)**.
- You may select a **Procurement Type ID**. **Procurement Type ID** is **required** if purchase is for:
  - Micrographics Equipment and Services Procurement,
  - Vehicle Purchases,
  - Computer Hardware, Software and Related Services Procurement or
  - Shredding and Bailing Equipment Procurement.

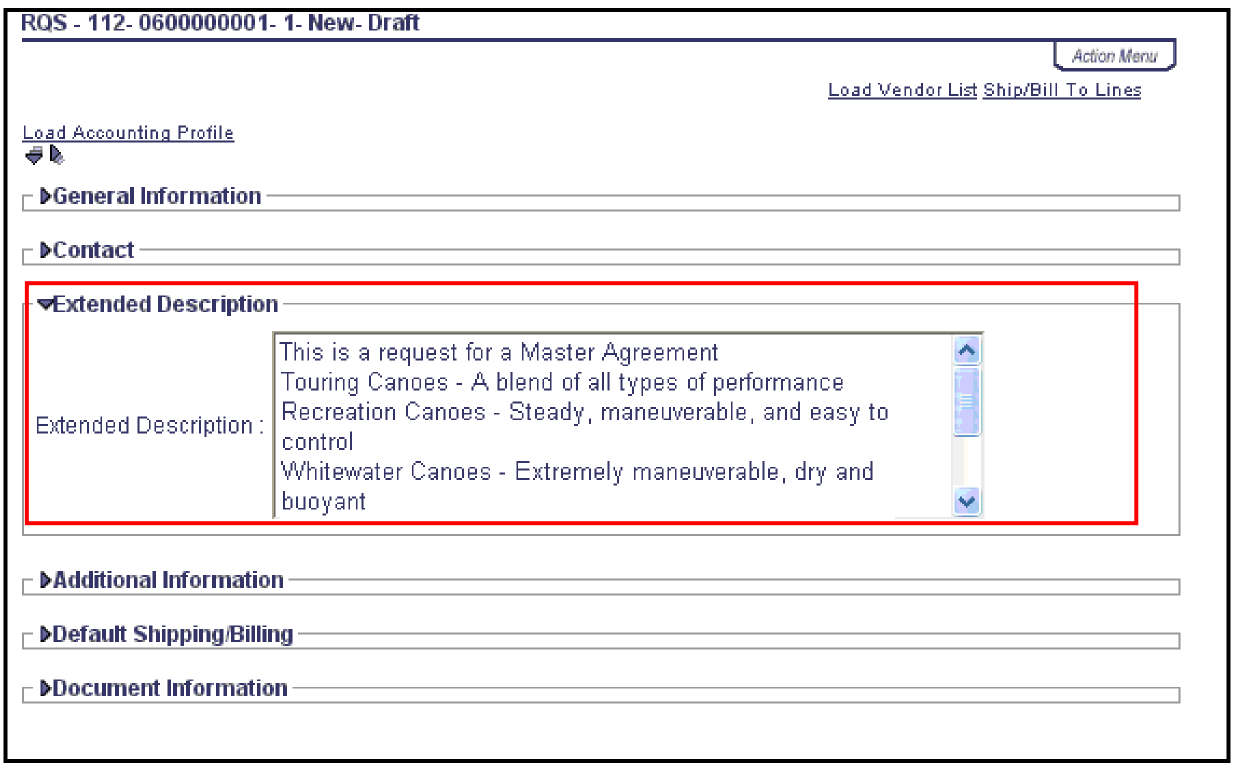
NOTE: Do not enter a Budget FY, Fiscal Year, or period. They will be automatically populated for you when the document is submitted to final.

Complete the Requisition **Contact** section:

- The **Issuer ID** field will default to your information. If your are completing the document on someone else's behalf then pick their record from the Pick List by clicking on the **arrow button** next to the **Issuer ID** field.
- Complete the **Requestor ID** that is used to identify for whom the Goods or Services are being requested, (e.g. who will actually be using the items or services detailed on this Requisition). Pick their record from the Requestor Pick List by clicking on the **arrow button** next to the **Requestor ID** field. To be identified in this field the Requestors ID must be on the Procurement User Table.

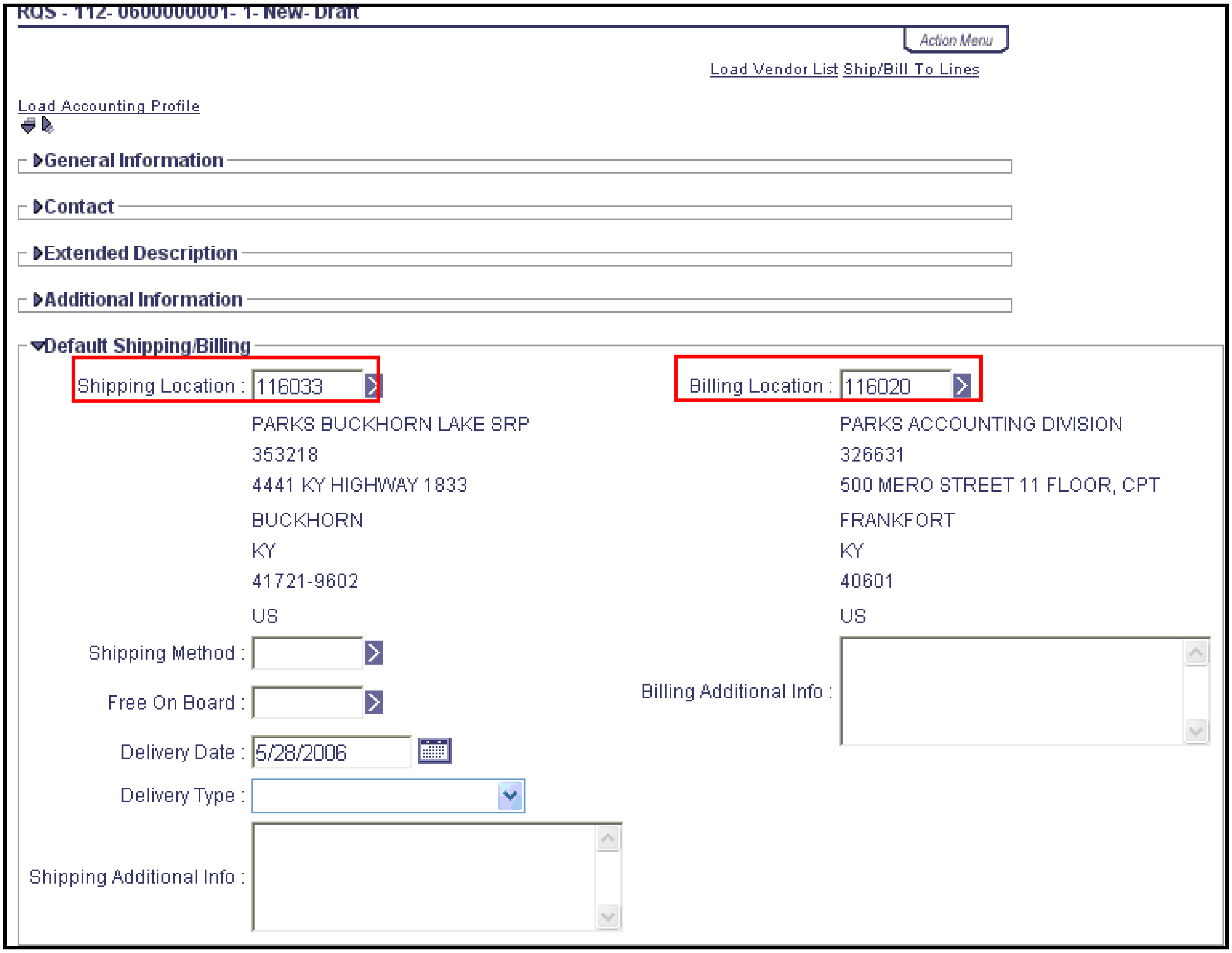
Complete the **Extended Description** Field (optional). The Header **Extended Description** field is used to further describe the nature of the requirements being requested. This field stores up to 1500 characters of text. **This field does not print.** If this Requisition should result in a **Master Agreement** then you may request this by entering text to that effect in this field.

NOTE: The first sentence of the Header Extended Description should state if the request is for a Master Agreement or a one time purchase. Please do not enter item specifications in this field. The Extended Description field found in the Commodity section should be used for item specification.



Complete the **Default Shipping/Billing** section. If the same Shipping and Billing information should be used on each line of the Requisition then complete this section. When you are creating Commodity line items you may click on the **<u>Ship/Bill To Lines</u>** to have this information automatically populated on each Commodity line (Optional).

<u>The Commodity Lines must be established prior to loading the Ship/Bill To Lines distribution.</u>



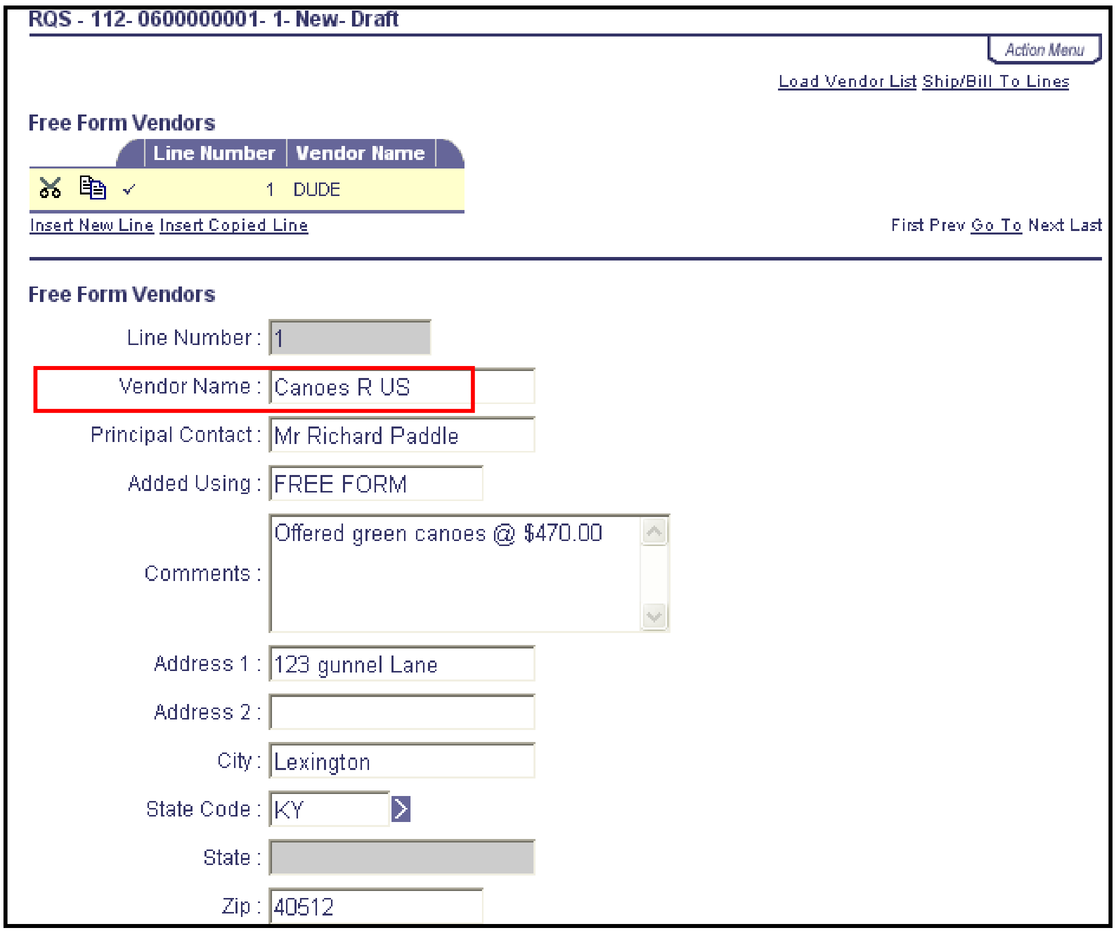
- The **Shipping Location** field is used to identify where the goods requested on the Requisition should be delivered. To select a Shipping Location, click on the **<u>arrow button</u>** next to the Shipping Location field to access the Shipping Location Pick List. If you already know the Shipping Location code you may record it directly in this field without accessing the Pick List. The Shipping Location code, however, must be valid on the **Procurement Location** reference table.
- The **Billing Location** field is used to identify the Accounts Payable office to where the Vendor's Invoice should be mailed. To select a Billing Location click on the **<u>arrow button</u>** next to the Billing Location field to access the Billing Location Pick List. If you already know the Billing

Location code you may record it directly in this field without accessing the Pick List. The **Billing Location** code, however, must be valid on the **Procurement Location** reference table.

- The **Delivery Date** field is used to enter the date by which you will need the goods being requested to be delivered.

NOTE: Do not complete the Billing Additional Info, Shipping Additional Info, Shipping Method, Free on Board and Delivery Type fields. These fields are not required and do not print-out.

Complete the **Free Form Vendor** section. The **Free Form Vendor** section is used to record a list of suggested Vendors who could provide the goods or services defined in this Requisition but who are **not** already registered to do business with the Commonwealth.



- The **Vendor Name** The legally defined name of the company or individual represented by this record (required).
- The **Correspondence Type** drop down list (e-mail, Postal Service, FAX) is used to identify the Vendor's preferred method of receiving communication from the Commonwealth. Depending on the selection in this field, different fields are required for the Free form Vendor.
  - E-mail - The **Email Address** field is required and all other fields are optional.
  - FAX - The **FAX** number is required and all other fields are optional.
  - Postal Service - **Address 1**, **Principal Contact**, **State**, and **Zip** are required and all other fields are optional.

(OPTIONAL)

You ***may*** complete the **Accounting Distribution** section. The Accounting Distribution panel is used to build a list of Accounting lines with a given percentage of distribution for the purpose of applying that distribution to each Commodity line automatically.

Once you have entered the initial set of Accounting lines, the system can automatically replicate these Accounting lines for each of the Commodities. Based on the percentages associated with each of the Accounting lines, the system also automatically calculates the correct funding.

When a distribution is been built on this panel and the document is validated the **Distribute Accounting Lines** link will be available.

NOTE: Clicking the **Distribute Accounting Lines** link will apply the listed Accounting lines to each Commodity line, but the Commodity lines must be established first. If there are no lines, clicking the **Distribute Accounting Lines** will not accomplish the distribution.

NOTE: Clicking the **Distribute Accounting Lines** link will overwrite any pre-existing Accounting lines.

NOTE: The **Accounting Distribution** panel is **not** a document level summary of the Accounting lines associated with all Commodity Lines. Rather it is a way to enter one funding distribution and populate to all Commodity lines.

Build **Commodity** Lines. The **Commodity** section of the Requisition is used to list all distinct goods or services being requested. The Commodity section of the RQS determines how your document will be routed though workflow. If the first Commodity line exceeds the small purchase authority for the department your document will be sent to OPS for approval and buyer assignment.

NOTE: It is important to make your first Commodity Line the one that is most relevant to the Requisition as a whole for buyer assignment. If you are processing a Requisition for a Master Agreement the total dollar amount in the Commodity line should equal $0.00.

Complete the required fields for the **General Information** section.

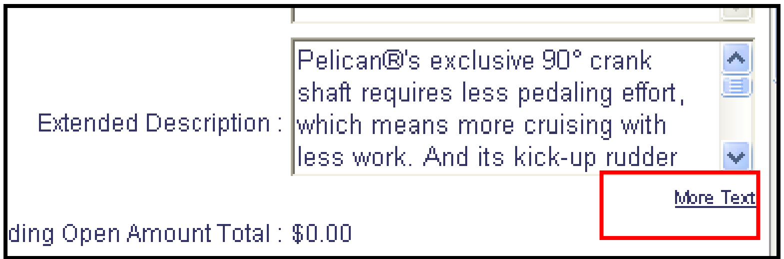
- The **CL Description** field is used to record a brief description of the good or service being requested. This field does print-out on all documents and is used on subsequent Procurement Documents. This field is displayed in the grid area of the Commodity section in order to help you identify which line you would like to inspect or modify.
- The **Commodity** field is used to store the NIGP Commodity Code that most closely matches the item or service being purchased. This field is used primarily for classification purposes. When creating a Requisition it is important to make the first commodity the one that is most relevant to the Requisition as a whole.

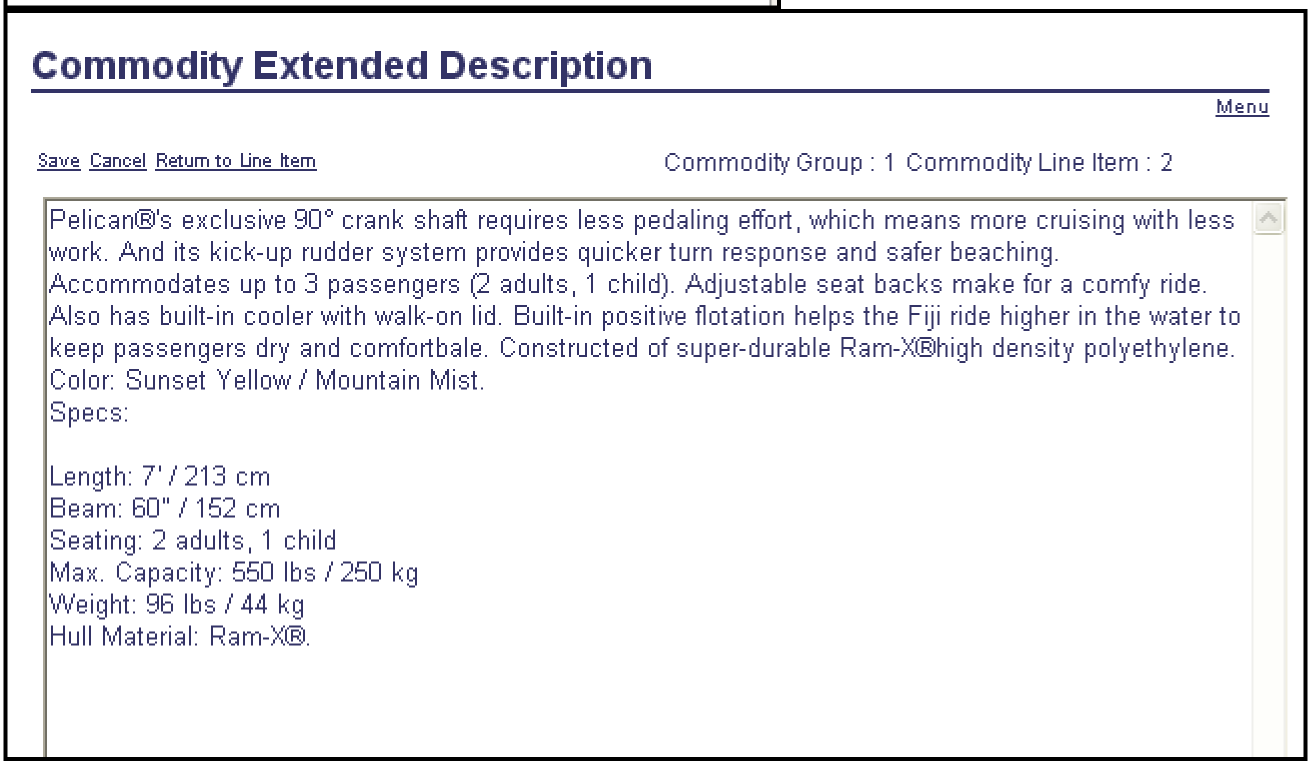
- The **Line Type** field is used to select how the cost of the line item will be established. Generally speaking, goods should be recorded with a **Quantity**, **Unit of Measure** and **Unit Price** and services should be entered as **Contract Amount** and identify the **Service From** and **Service To** dates.
    - When you know the **Unit Price** a Line Type of "**ITEM**" should be selected. The **Unit of Measure**, **Unit Price**, and **Quantity** are required.
    - If the **Unit Price** is unknown or not applicable, the lump sum cost of the line should be recorded in the **Contract Amount** field. In this case a line type of "**Service**" should be selected. When the line type is "**SERVICE**" then the **Service From** and **Service To** dates are required. These dates are the effective dates for resultant award documents.
- **Accounting Profile (Optional)** field can be used to select an Accounting Profile.

The **Extended Description** field is used to provide a detailed description of the desired items. Up to 4000 characters of information can be stored in this field. To access a larger field in which to type the extended description click on the <u>**More Text**</u> link. **To take advantage of spell check and grammar check capabilities, it is recommended to enter the extended description into a Word Document, then cut and paste it into this field.**

NOTE: The Extended Description field located in the Commodity section should be used for item specification.

NOTE: To insert a TAB into the **Extended Description** field the user must type [Ctrl]+[Tab]





Complete the **Shipping**/ **Billing** information section if different from **Shipping** / **Billing** information entered on the Header.

- The **Shipping Location** field is used to identify where the goods requested on the Requisition are to be delivered. To select a **Shipping Location** click on the **arrow button** next to the **Shipping Location** field to access the Shipping Location Pick List. If you already know the Shipping Location code you may record it directly in this field without accessing the Pick List. The Shipping Location code, however, must be valid on the Procurement Location reference table.
- **The Billing Location** field is used to identify the Accounts Payable Office to where the Vendor's Invoice should be mailed. To select a Billing Location click on the **arrow button** next to the **Billing Location** field to access the Billing Location Pick List. If you already know the Billing Location code you may record it directly in this field without accessing the Pick List. The Billing Location code, however, must be valid on the Procurement Location reference table.

NOTE: Do not complete the **Billing Additional Info, Shipping Additional Info, Shipping Method**, **Free on Board** and **Delivery Type** fields. These fields are not required. These fields do not print-out.

Build the **Accounting** Line(s). Each Commodity line listed in the document will need at least one Accounting Line.

The **Event Type** is used to determine what posting codes will be used while bringing in specific rules fro data entry concerning referenced transactions, customer codes, vendor codes and all defined chart of account elements in the system. The RQS document uses the following Event Types:

Encumbering Event Types:

- **PR01-** Request- Non Accounting

Non-Encumbering Event Types:

- **PR02-** Request from External Vendor-Accounting (default)

Select the **Accounting Template** by selecting the pick list nest to the field. Accounting Templates are used to populate the Fund and Detail Accounting elements in the document. Elements of the Accounting Template are inferred after the document is validated. Any values entered by the end user either before or after the template has been inferred will override any values from the template.

Indicate the **Sub Total Line Amount**. This is the amount that is allocated to this Accounting Line. The sum of all Accounting Lines must equal the referenced Commodity Line.

View the Fund and Detail Accounting elements. These elements will be inferred if an Accounitng Template is used or may be added by the user.

<u>Every Commodity Line must have at least one complete Accounting Line</u>. Individual elements may be replaced as required (e.g. **Object)**. You can navigate between the Commodity Lines by clicking on the small link to the bottom right of the Commodity Grid information to view all of your Commodity Lines on the grid at once, or by clicking on the First, Previous, Go To, or Next links right above it.

Select the appropriate Object Code or "E" Codes for accurate representation of expenditures. Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at http://finance,ky.gov/internal/eMARS/Chart+of_Accounts.htm to aid in your selection of proper Object Codes. Contact your agency's Fiscal Officer to determine specific codes when necessary.

When you have completed the Requisition, click **Validate** to check for errors.

NOTE: Once the **RQS** is submitted to final, Commodity lines cannot be deleted from the **RQS**. When the award document is created, you may select which Commodity lines you want to bring over to the award document.

<u>How to Print the RQS:</u>

1. Select **<u>Print</u>** located at bottom of page.
2. Print page opens, Click **<u>Print</u>** and print job returns "Submitted Successfully".
3. On the Action Menu, select "**<u>Attachments</u>**"
4. Highlight a row that has the Document ID on it (do not highlight the row with **XML** in it)

5. Select **Download**. You should get a pop-up window (assuming you have Adobe on your PC) asking you to either open or save the file.
6. Select **Open.** This will open a session of Adobe and open the file.
7. Print the document from Adobe.
8. **Submit** the document to initiate workflow for approval.

Exercise 2 – Create a Standard Requisition (RQS) document.

Scenario

You are in the Department of Parks and require a new fleet of Canoes and Paddle Boats for the coming season. These boats are to be delivered to Buckhorn Lake State Resort Park.

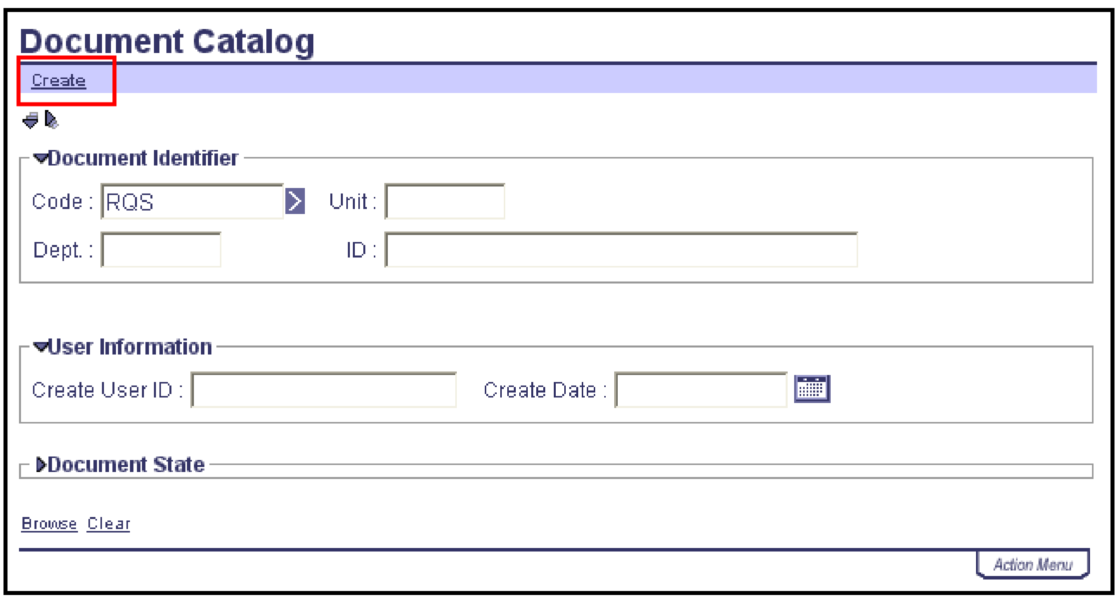
Task Overview

You will create a Requisition (**RQS**) from your Procurement Workspace. You will supply information for the Header, provide suggested Vendors, and add a separate Commodity Line for both Canoes and Paddle Boats. As the cost for these boats are being spread across multiple Accounting Distributions, an Accounting Profile will be added in the Header and applied to both Commodity lines.

Procedures

1. Access your **Procurement Workspace**. Click the **Create a Standalone Document** link.

2. Click **Create Requisition**. The Document Catalog page will open.



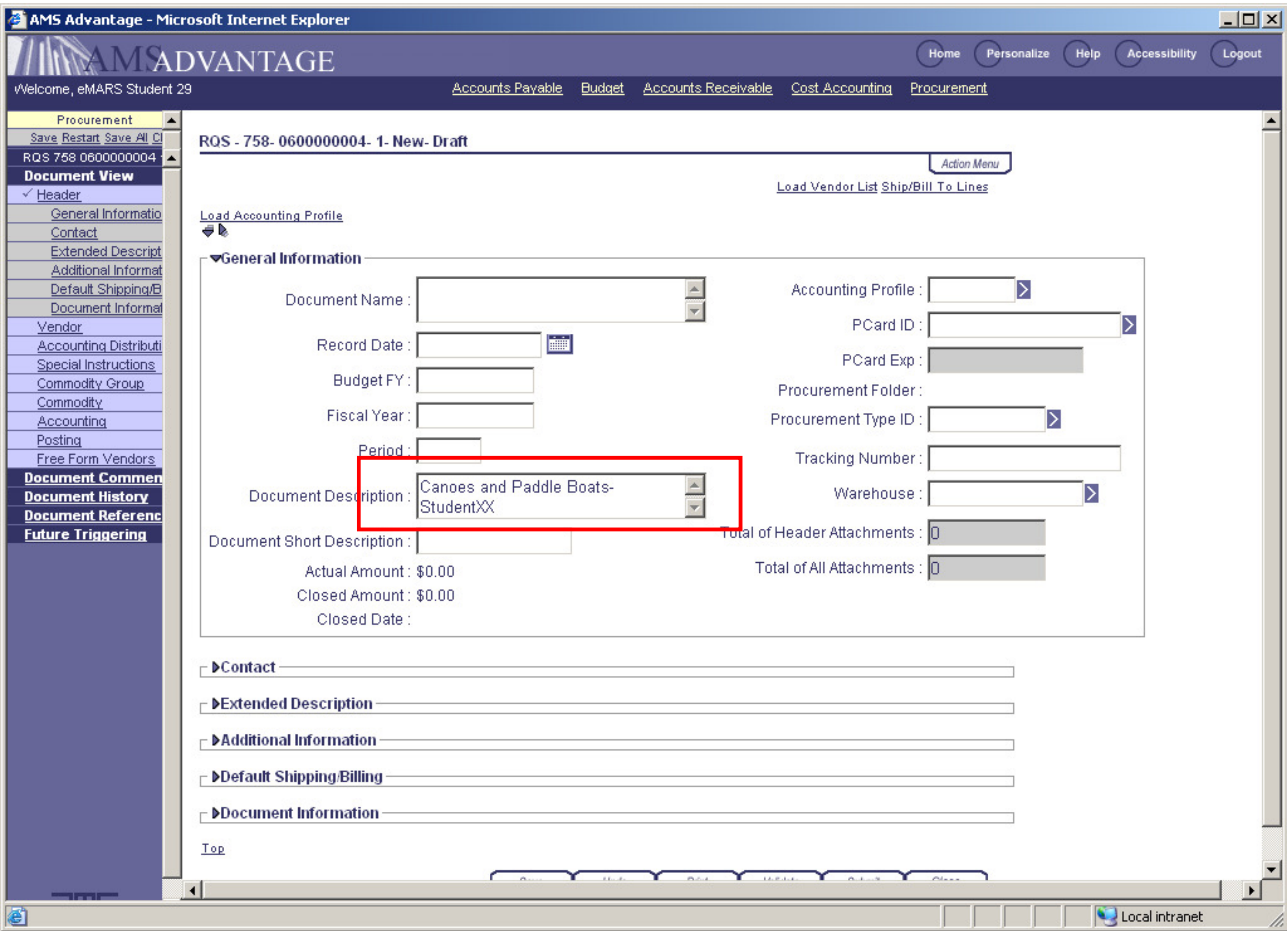
3. Click **Create** to change into Create mode.

4. Enter the following information:

Required Fields	Values
Code	**Leave as Defaulted**
Dept.	**See Student Card**

Unit	**UNIT**

5. Check **Auto Numbering**.
6. Click **Create**. The **RQS** document opens to the Header page.

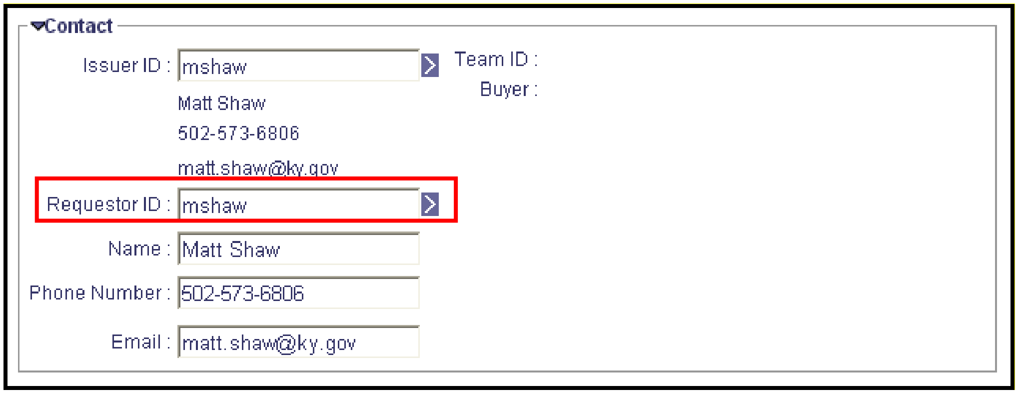


7. Enter the following information in the Requisition Header:

Required Fields	Values
Document Description	**Canoes and Paddle Boats - StudentXX** (replace XX with your Student number)
Accounting Profile	**Leave Blank**

NOTE: Do not select a Procurement Type. It should be left blank on Requisition documents. Do not enter a Budget FY, Fiscal Year, or Period. They will be automatically populated for you when the document is submitted to final.

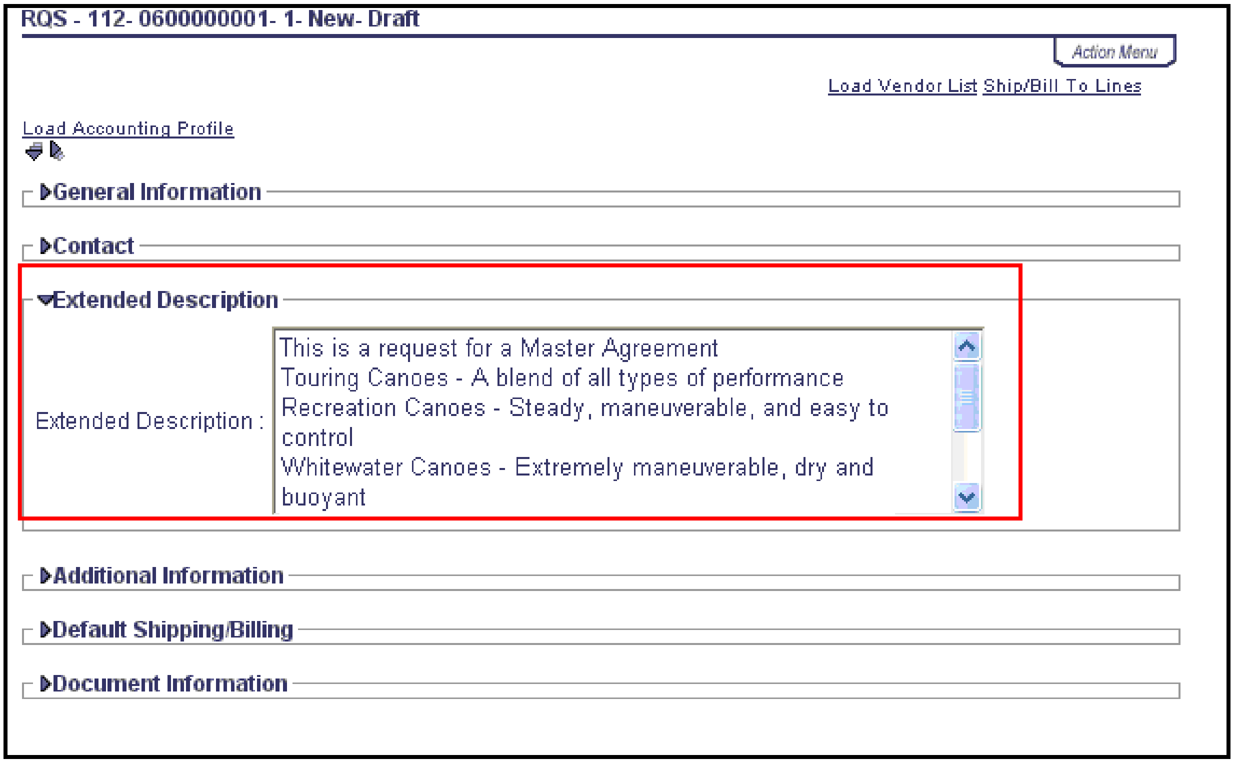
8. Open the **Contact** section and complete the Requisition information.



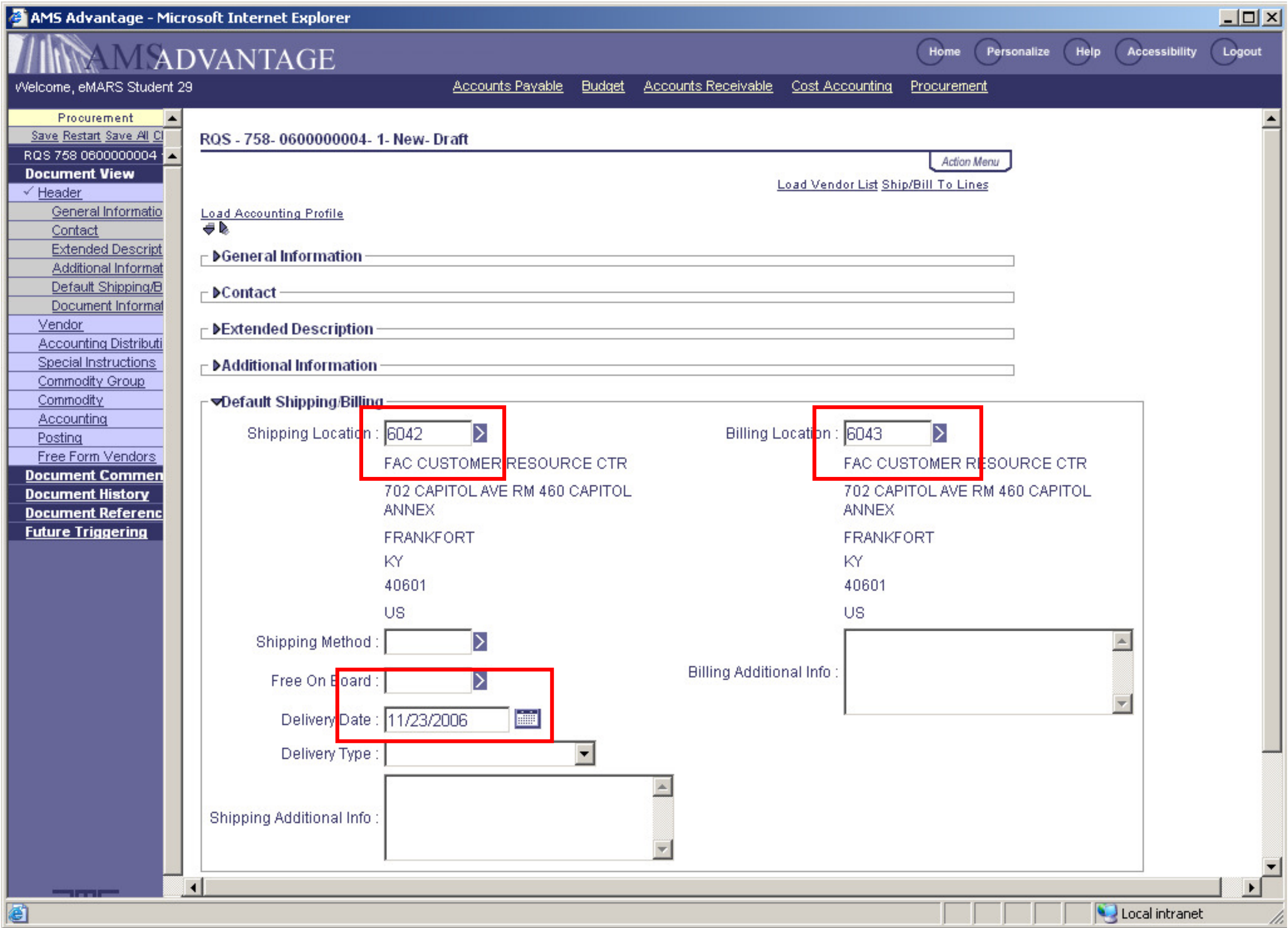
Required Fields	Values
Issuer ID	**Leave as defaulted**
Requestor ID	**Select your User-ID from the Requestor Pick List. Click the SAVE button. The Remaining fields will populate.**

9. Enter the following information in the **Extended Description** field (optional):

Required Fields	Values
Extended Description	**This is a request for a Master Agreement.**



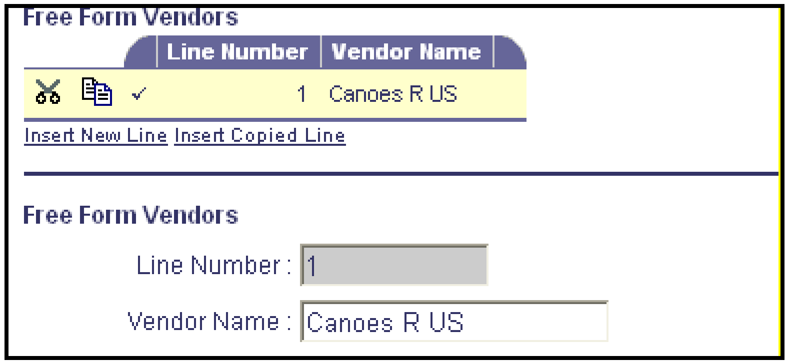
10. Complete the **Default Shipping/Billing** Section. If the same Shipping and Billing information should be used on each line of the Requisition then complete this section. When you are creating Commodity line items you may click on the **Ship/Bill To Lines** to have this information automatically populated on the line item. (Optional) You must wait until after you have created your Commodity lines to distribute these addresses to the Commodity lines. This can also be done from the Commodity Section of the document.



Required Fields	Values
Shipping Location	**See Student Card**
Delivery Date	**Enter-One month from today**
Billing Location	**See Student Card. Select from the Pick List.**

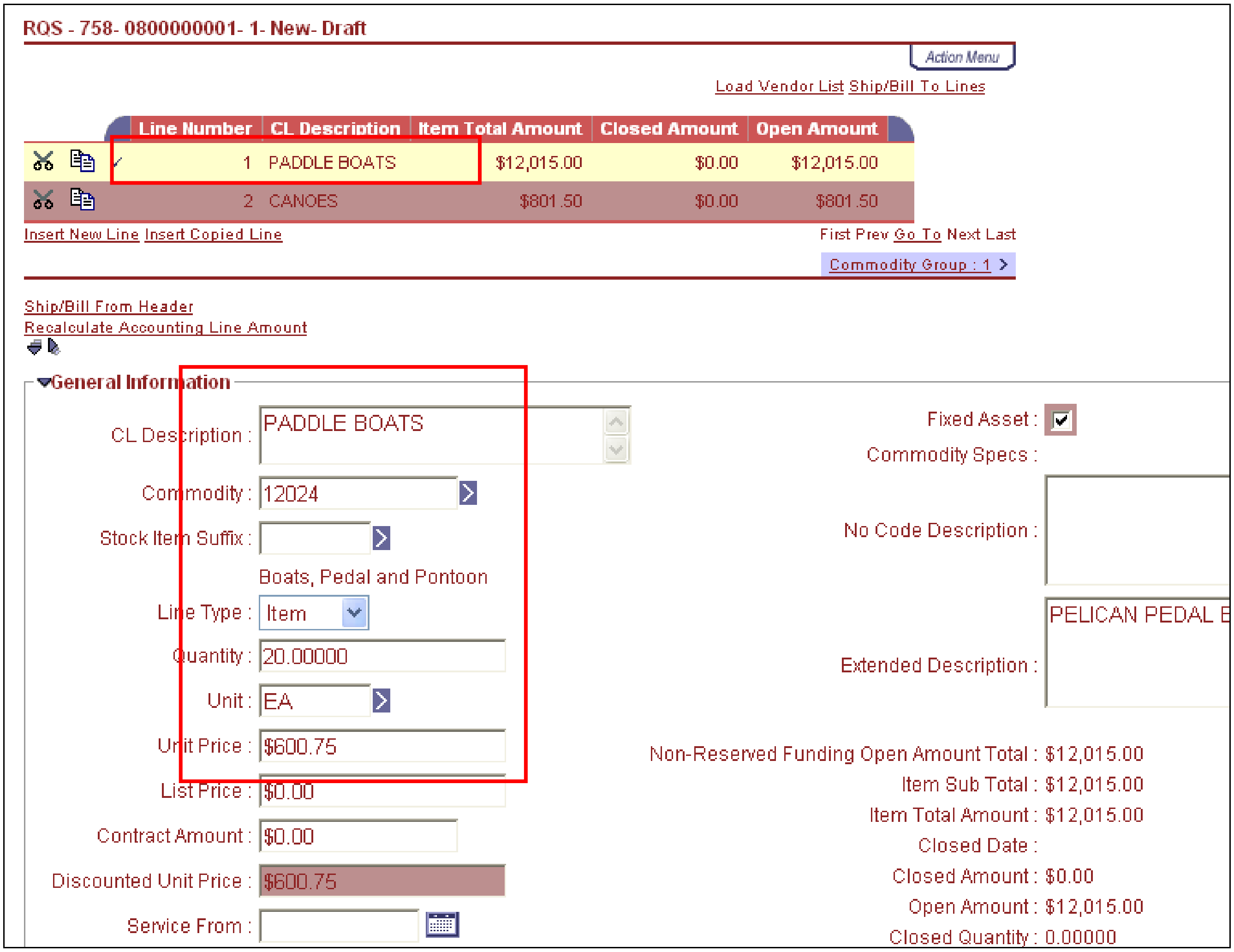
Note: Do not complete the Billing Additional Info, Shipping Additional Info, Shipping Method, Free on Board and Delivery Type fields. These fields are not required. These fields do not print-out.

11. Click **<u>Free Form Vendor</u>** on the Secondary Navigation Panel. The **Free Form Vendor** section is used to record a list of suggested Vendors who could provide the goods or services defined in this Requisition but who are **not** already registered to do business with the Commonwealth.
12. Select **<u>Insert New Line</u>.** Complete the **Free Form Vendor** section.



Required Fields	Values
Vendor Name	Canoe's R Us
Correspondence Type	Email
Email Address	<u>Joe.canoe@canoesrus.com</u> Required if Correspondence Type is "Email."

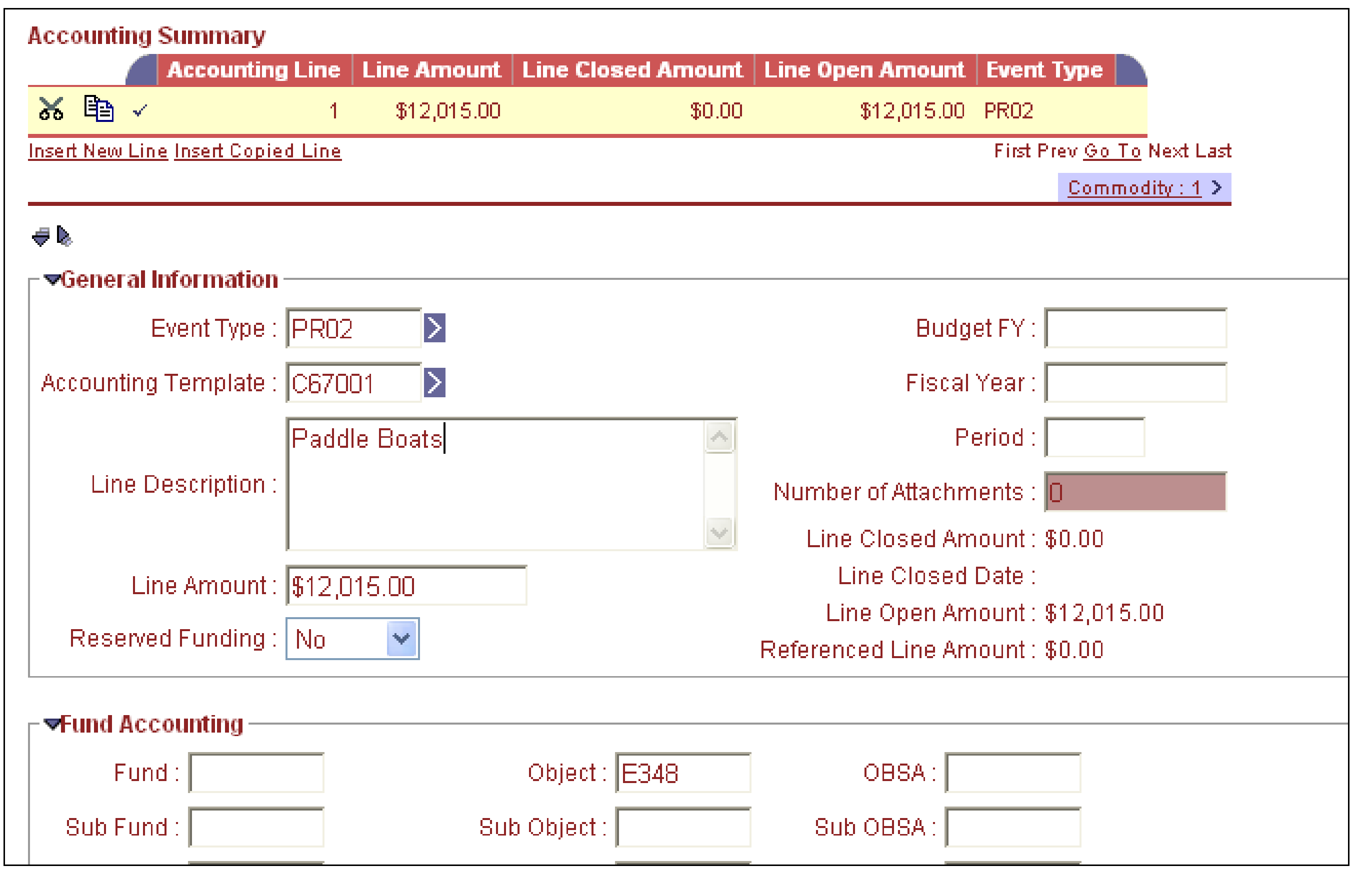
13. Click **Commodity** on the Secondary Navigation Panel. The **Commodity** section of the Requisition is used to list all distinct goods or services being requested.
14. Click **<u>Insert New Line</u>.**
15. Complete the required fields for the **General Information** section.



Required Fields	Values
CL Description	Lake Paddle Boats
Commodity	Select 12024 from the Pick List
Line Type	ITEM
Quantity	20
Unit	EA
Unit Price	600.00
Contract Amount	Leave Blank
Service From	Leave Blank
Service To	Leave Blank
Extended Description	Pelican Pedal Boats

16. Click on the **Accounting** section in the secondary Navigation panel to identify the Accounting elements for the Pedal Boat Line.
17. Click **<u>Insert New Line</u>**
18. Complete the Required Fields in the Accounting section:

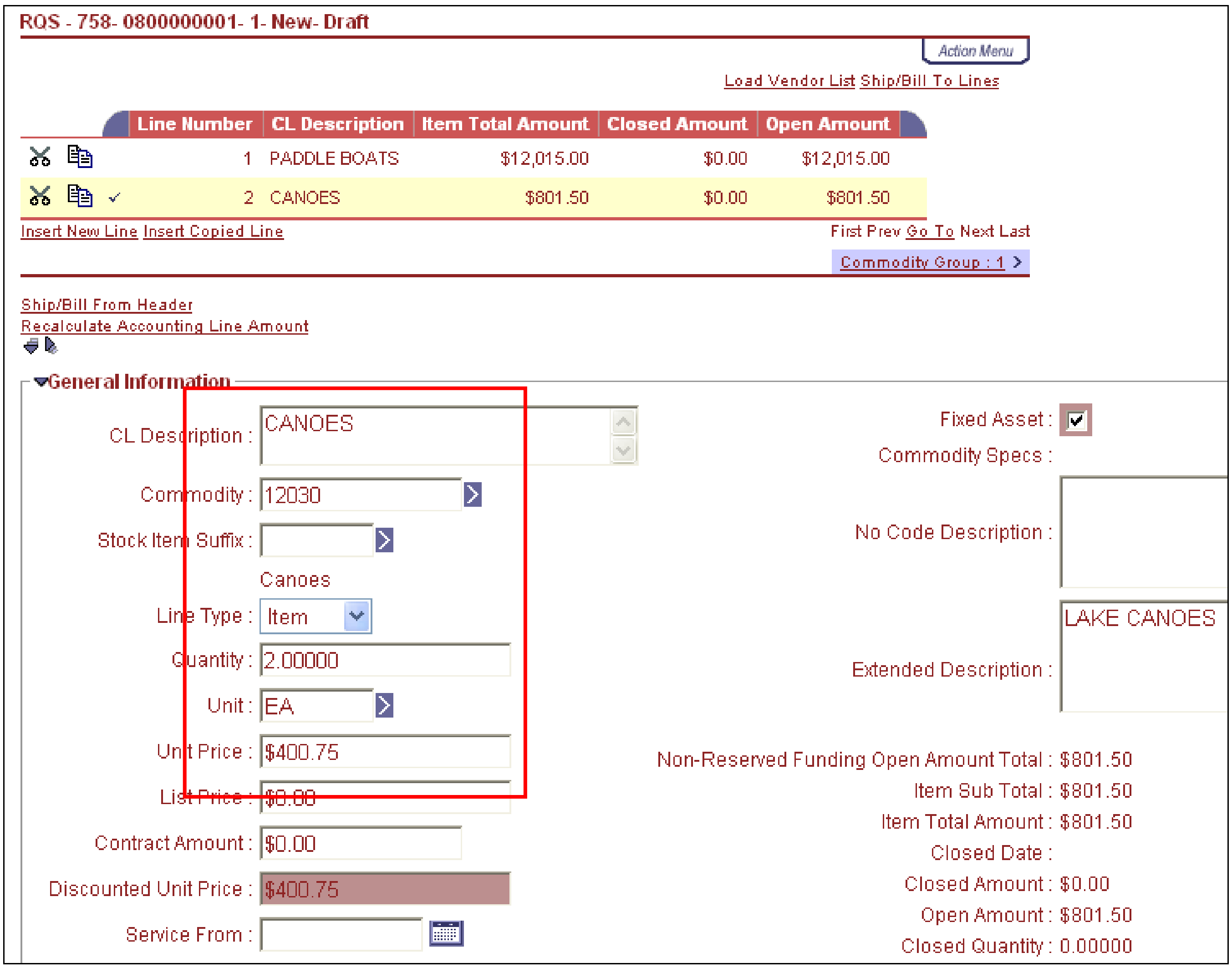
Required Fields	Values
Event Type	**Let system infer PR02**
Accounting Template	**See Student Card**
Line Description	**Paddle Boats**
Line Amount	**$12000.00**
Object	Enter **"E348"** in the Object field in the Fund Accounting section. **NOTE** Select the appropriate Object Code or "E" Codes for accurate representation of expenditures.



19. Return to the **Commodity** section and build a Second Commodity Line.

Click **Insert New Line** to create a Second Line but this time for Canoes:

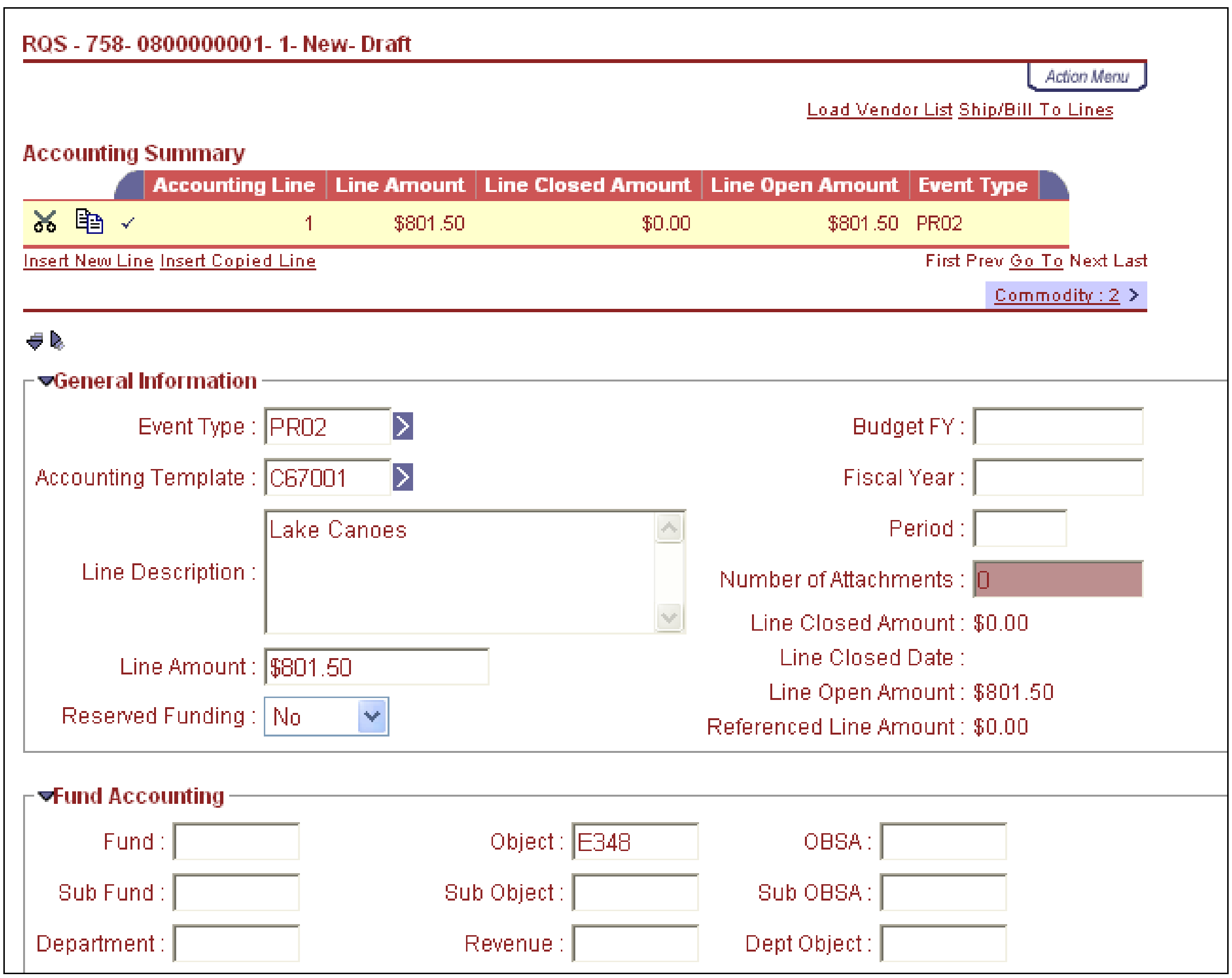
Required Fields	Values
CL Description	**Fiberglass Canoes**
Commodity	**12030**
Line Type	**ITEM**
Quantity	**2**
Unit	**Select *EA* from the Pick List**
Unit Price	**400.00**
Extended Description	**Lake Canoes**



21. Click on the **Accounting** section in the secondary Navigation panel to identify the Accounting elements for the Canoe Line.

22. Click **Insert New Line** and complete the following

Required Fields	Values
Event Type	**Let system infer PR02**
Accounting Template	**See Student Card**
Line Description	**Lake Canoes**
Line Amount	**$800.00**
Object	Enter **"E348"** in the Object field in the Fund Accounting section. **NOTE** Select the appropriate Object Code or "E" Codes for accurate representation of expenditures..



20. Click **Validate** again to check the Requisition for errors.
21. **Submit** the document to initiate Workflow for approval.

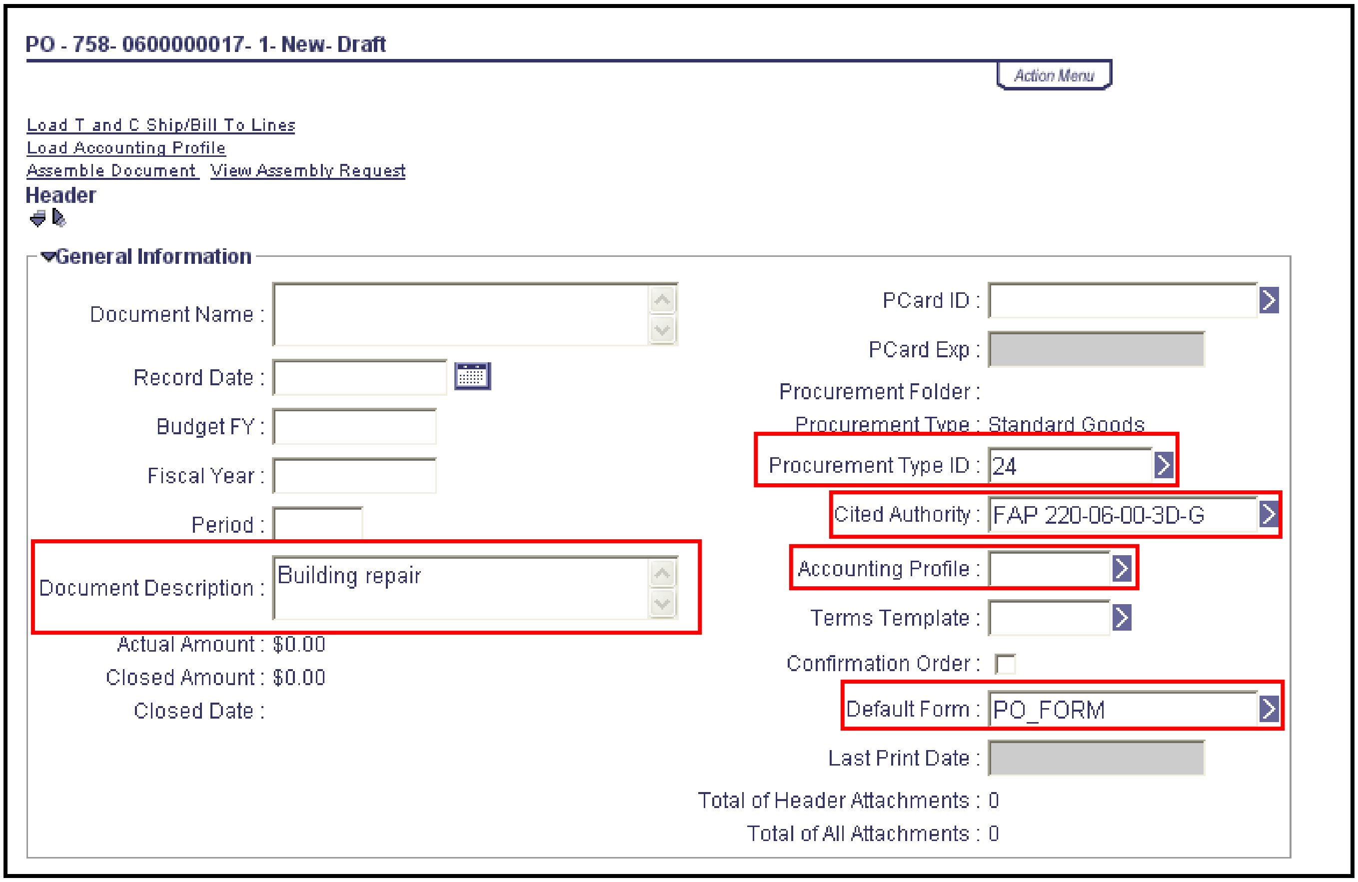
6 - Purchases Orders (PO)

Under a department's Small Purchasing Authority, users may elect to create a Stand-Alone Award. This transaction is processed on a Purchase Order document (**PO & PO2**). The **PO** is used for contracts where procuring goods. The **PO2** is used when procuring Non-Professional Services. Certain delegated Commodities may also be purchased using a Purchase Order. Users will create the Purchase Order directly from their Procurement Workspace.

On the Purchase Order the user must select the correct combination of Procurement Type and Cited Authority.

The Process to complete a Purchase Order document is as follows:

1. Access your **Procurement Workspace.**
2. Click **Create Stand Alone Document,** select **Create Stand Alone Awards** and click **Purchase Order 3 Way Match (PO).**
3. Click **Create** to change into Create mode.
4. Enter your document **Department Code** and document **Unit Code** into their respective fields.
5. Click **Auto Numbering** check-box.
6. Click **Create** to create the **PO** document. The document opens to the Header section.
7. Complete the required and optional information in the Purchase Order Header:



- The **Document Description** is required and does print-out. The description is also searchable from various inquiries like the Procurement Document Inquiry (**PRCUDOC**).
- You may select an **Accounting Profile** to populate the **Accounting Distribution** section. Once you have selected an **Accounting Profile,** click the **Load Accounting Profile** link to populate the Accounting Distribution section with the Accounting lines associated with the profile.
- Select a **Procurement Type ID** that corresponds to the business process being followed.

NOTE: It is important to select the Procurement Type prior to selecting the Cited Authority, in order to filter the choices to only those that are compatible.

The **Cited Authority** represents the authority which enables a user to enter the specific document for the amount specified on the document. This list is pre-filtered by your selection in the Procurement Type field and your department.

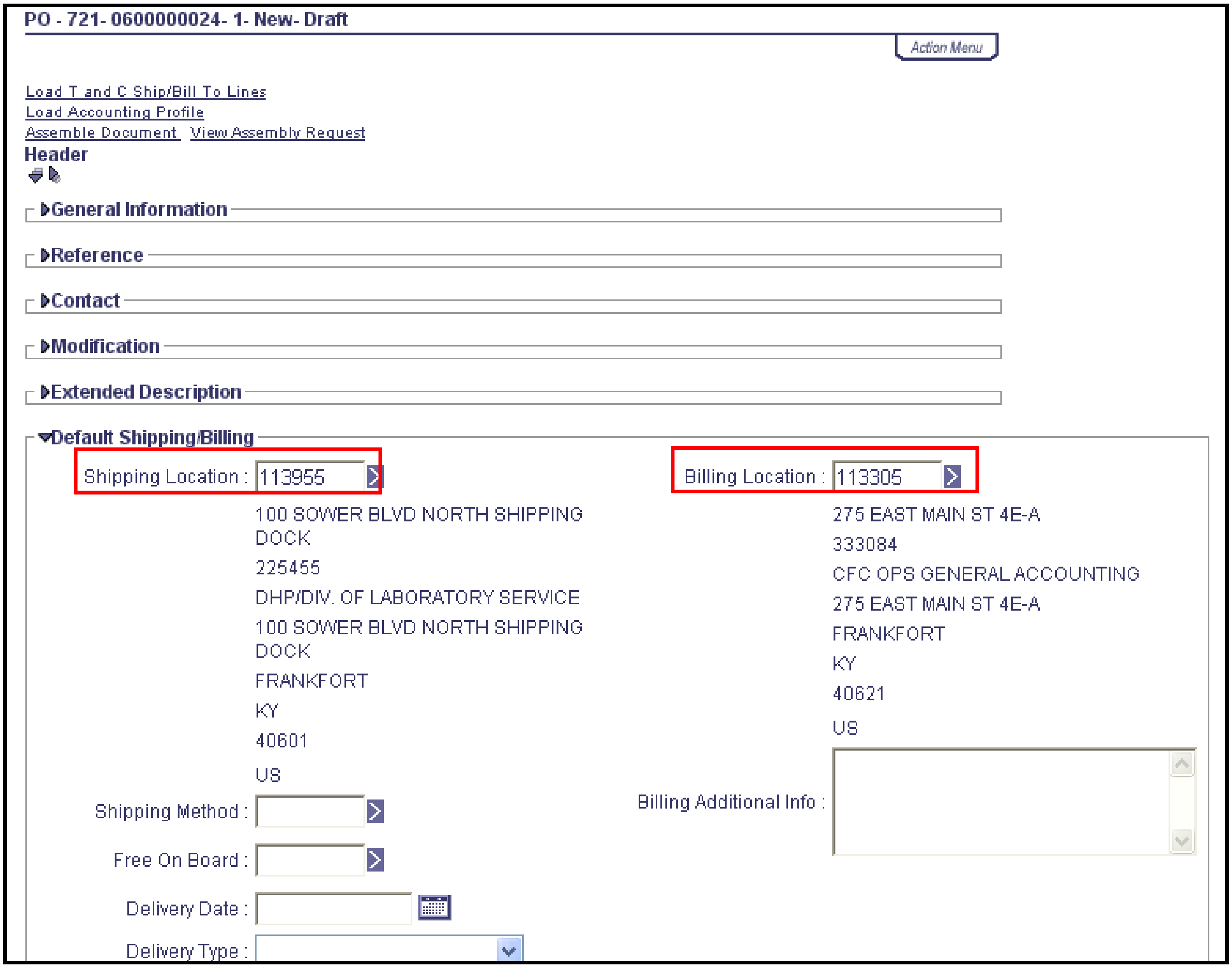
NOTE: Do not enter a Budget FY, Fiscal Year, or Period. They will be automatically populated for you when the document is submitted to final.

Complete the Purchase Order **Contact** section:

- The **Issuer ID** field will default to your information. If you are completing the document on someone else's behalf then pick their record from the Pick List by clicking on the **arrow button** next to the **Issuer ID** field.
- Complete the **Requestor ID** field, this is used to identify for whom the goods or Services are being requested, i.e. who will actually be using the items or services detailed on this Requisition. Pick their record from the Requestor Pick List by clicking on the arrow button next to the **Requestor ID** field. Save the document to have the remaining fields populate.

Complete the **Extended Description** Field (optional). The **Extended Description** field can be used to further describe the nature of the requirements being requested. This field can store up to 1500 characters of text. This field does not print.

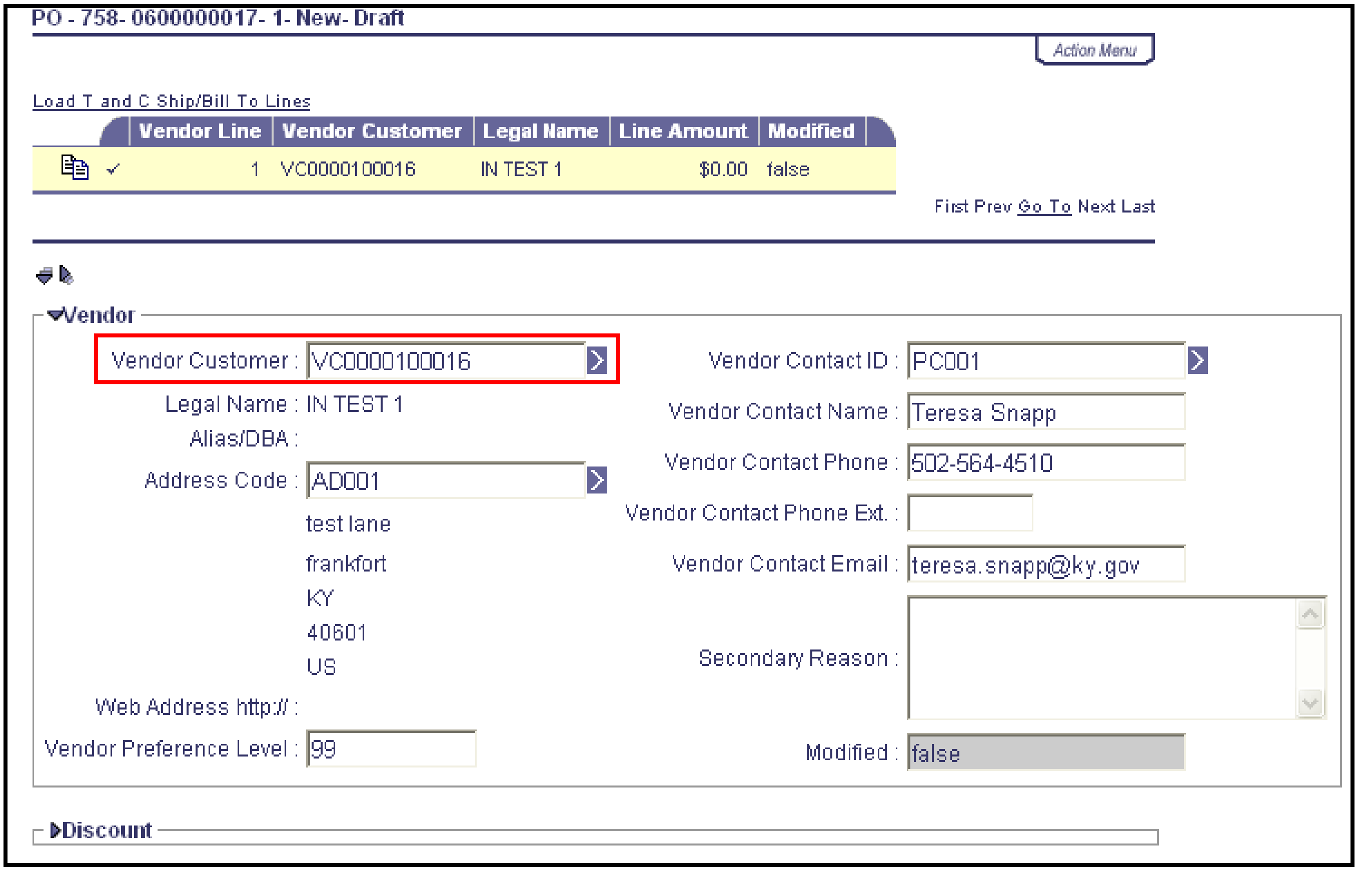
Complete the **Default Shipping/Billing** section. If the same Shipping and Billing information should be used on each line of the Purchase Order then complete this section. When you are creating Commodity line items you may click on **Ship/Bill To Lines** to have this information automatically populated on the line item. (Optional)



- The **Shipping Location** field is used to identify where the goods requested on the Purchase Order should be delivered. To select a Shipping Location click on the **arrow button** next to the **Shipping Location** field to access the Shipping Location Pick List. If you already know the Shipping Location code you may record it directly in this field without accessing the Pick List. The Shipping Location code, however, must be valid on the **Procurement Location** reference table.
- The **Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. To select a Billing Location click on the **arrow button** next to the **Billing Location** field to access the Billing Location Pick List. If you already know the **Billing Location** code you may record it directly in this field without accessing the Pick List. The **Billing Location** code, however, must be valid on the **Procurement Location** reference table.
- The **Delivery Date** field is used to enter the date by which you will need the goods being requested to be delivered.

- Do not complete the **Billing Additional Info, Shipping Additional Info, Shipping Method**, **Free on Board** and **Delivery Type** fields. These fields are not required. These fields do not print-out. These areas should be addressed in the Terms & Conditions Section of the Award.

Complete the **Vendor** section.



- The **Vendor Customer** code field is used to store the EMARS Vendor Code for the Vendor being recorded. To find a Vendor click on the **arrow button** next to the **Vendor Customer** field to open the Vendor Customer pick list. On the Pick List page you may search for a Vendor by Legal Name, Last Name, Alias, and/or Vendor Active Status.

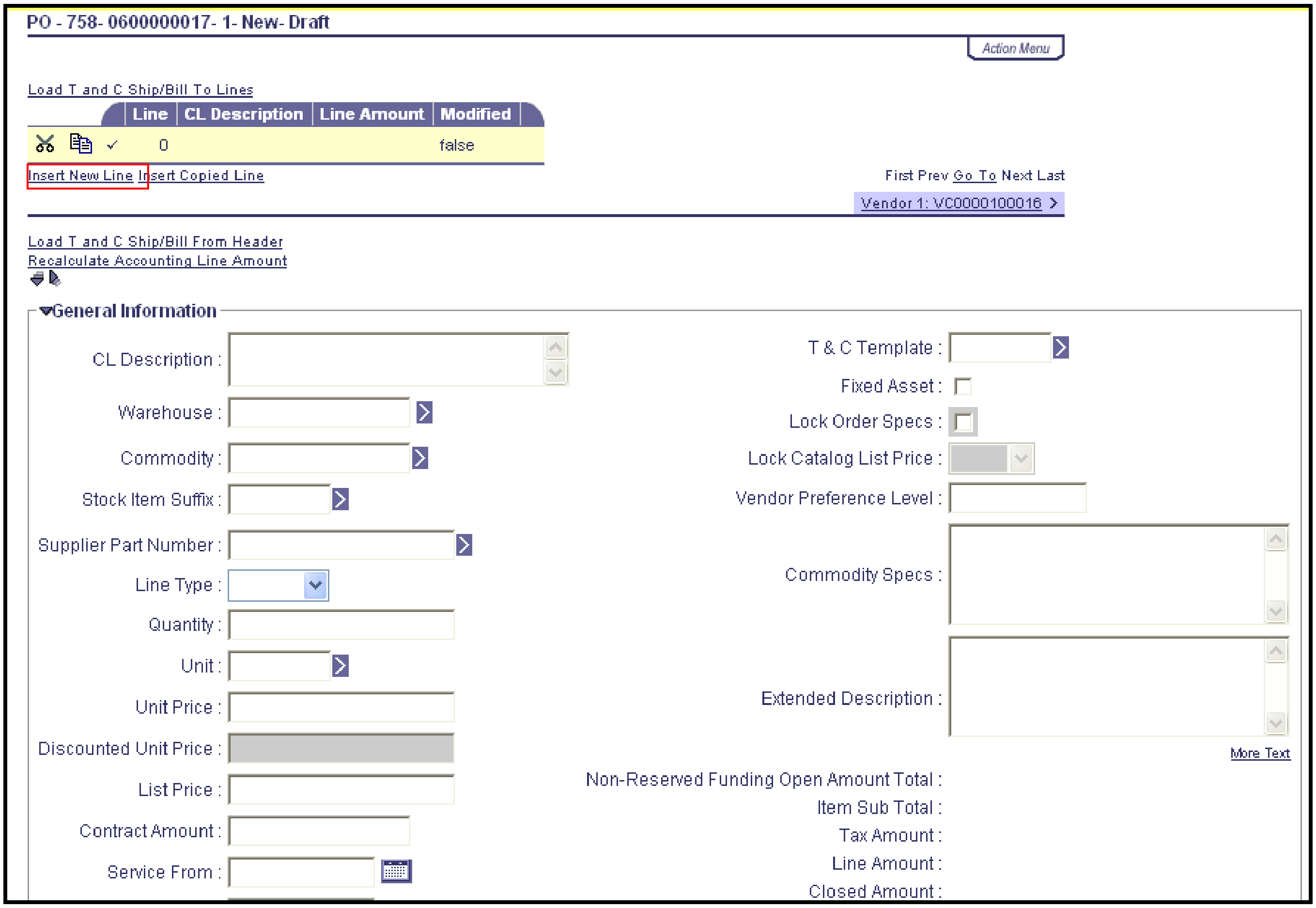
NOTE: If you know part of the Vendor Code field you may type it into the **Vendor Customer** field using wildcards (*). When you click on the **arrow button**, the Vendor Pick List will be filtered by the value you have entered.

NOTE: The Vendor Address and Contact information will default to this document when it is saved or validated, if a default Procurement Address is indicated on the Vendor record, if it does not default, select an Address and Contact Code from the pick lists. The remaining fields will then populate upon save.

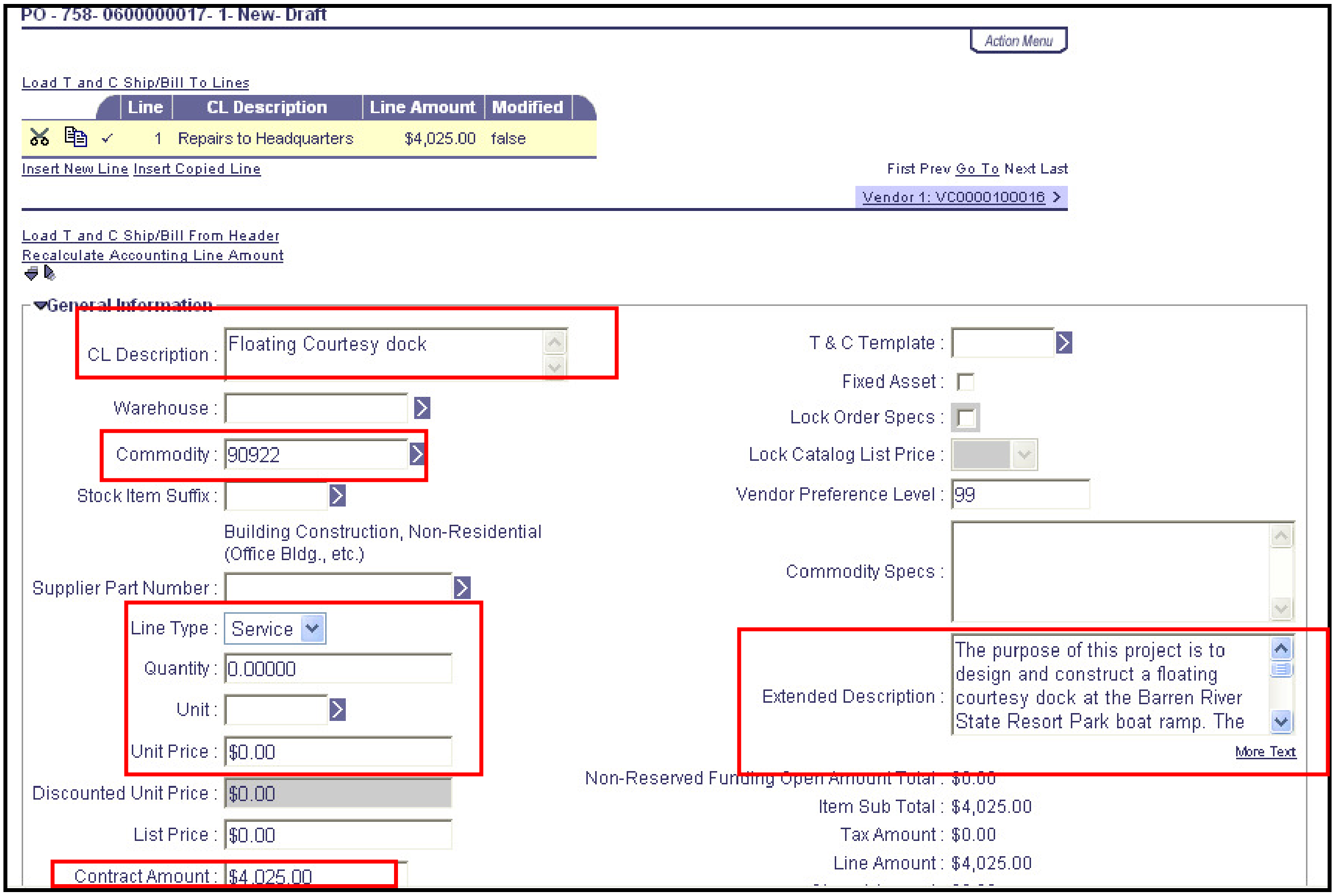
Click on the **Commodity Section** of the Secondary Navigation Panel. The **Commodity** section of the Purchase Order is used to list all distinct goods or services being requested.

Click **Insert New Line** to build **Commodity** Lines.

NOTE: You can insert multiple blank lines, then complete each line separately or you can copy a line by highlighting the line and clicking the "paper" icon then clicking the Insert Copied Line link.



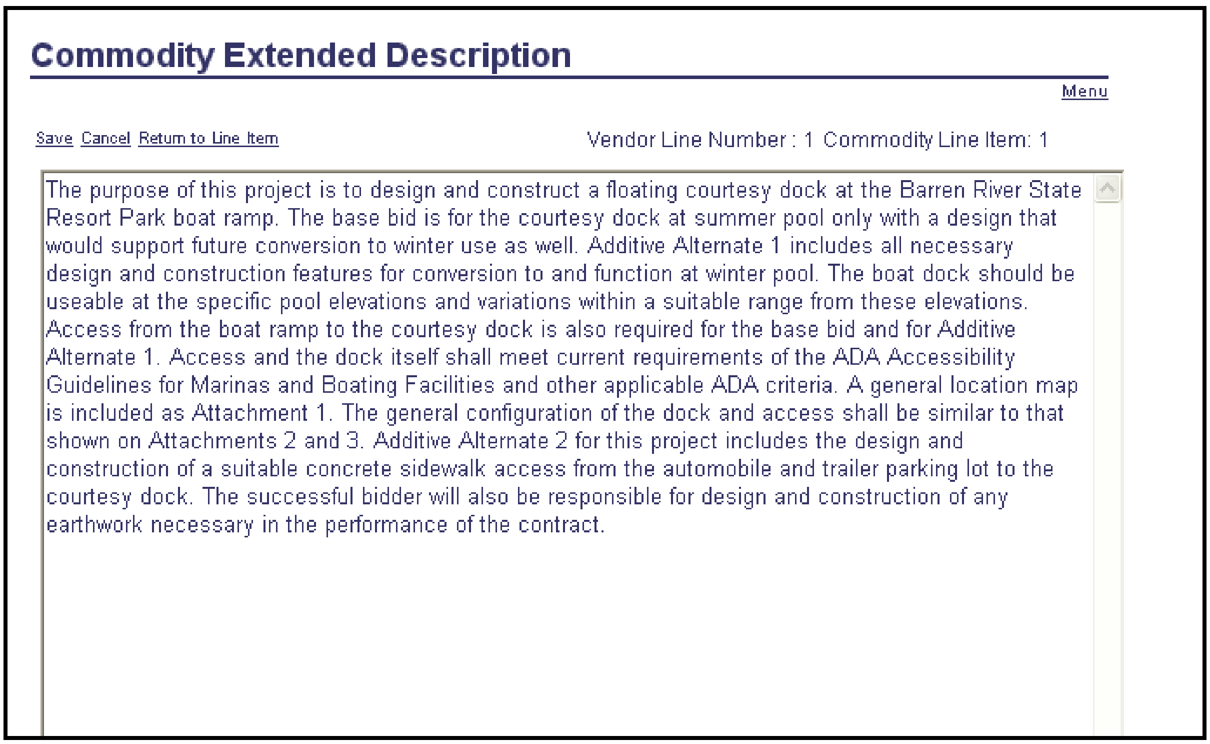
Complete the required fields for the **General Information** section.



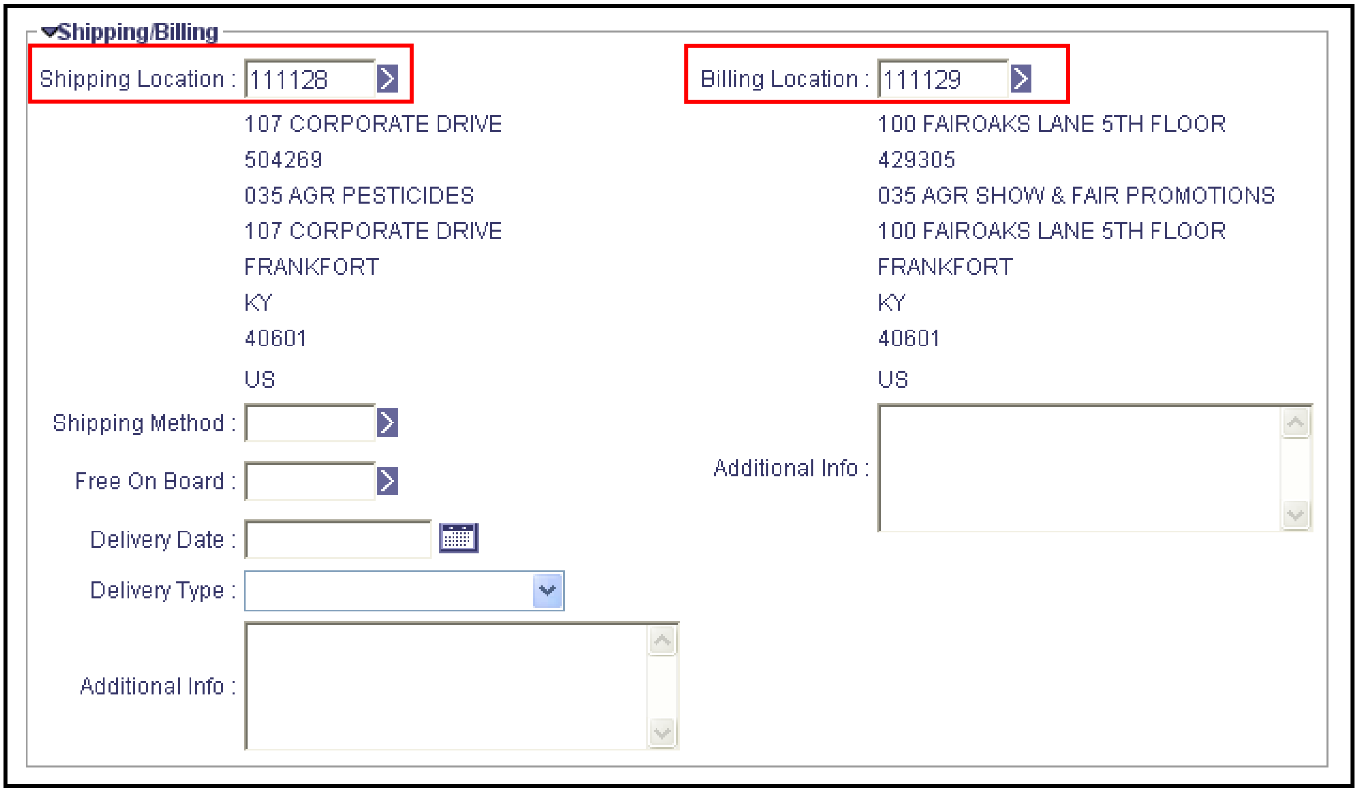
- The **CL Description** field should be used to record a brief description of the good or service being requested. This field does print-out on all documents and is used on subsequent Procurement Documents. This field is displayed in the grid area of the Commodity section in order to help you identify which line you would like to inspect or modify.
- The **Commodity** field is used to store the **NIGP** Commodity code that closest matches the item or service being purchased. This field is used primarily for classification purposes. When creating a Purchase Order it is important to make the first Commodity the one that is most relevant to the Purchase Order as a whole. The first Commodity code is used by EMARS to determine which office will receive the Purchase Order for processing.
- The **Line Type** field is used to select how the cost of the line item will be established. Generally speaking, goods should be recorded with a Line Type of Item, a **Quantity**, **Unit** of Measure and **Unit Price** and Services should be entered as **Contract Amount**.
  - When you know the **Unit Price** a Line Type of "**ITEM**" should be selected. The **Unit** of Measure, **Unit Price**, and **Quantity** are required.
  - If the unit cost is unknown or not applicable the lump sum cost of the line should be recorded in the **Contract Amount** field. In this case a line type of "**Service**" should be selected.

- The **Extended Description** field should be used to provide a detailed description of the desired item. Up to 4000 characters of information can be stored in this field. To access a larger field in which to type the extended description click on the More Text link.

NOTE: To insert a TAB into the **Extended Description** field the user must press [Ctrl]+[Tab]. The Extended Description field located in the Commodity Section should be used for item specification.



Complete the **Shipping/ Billing** information section.



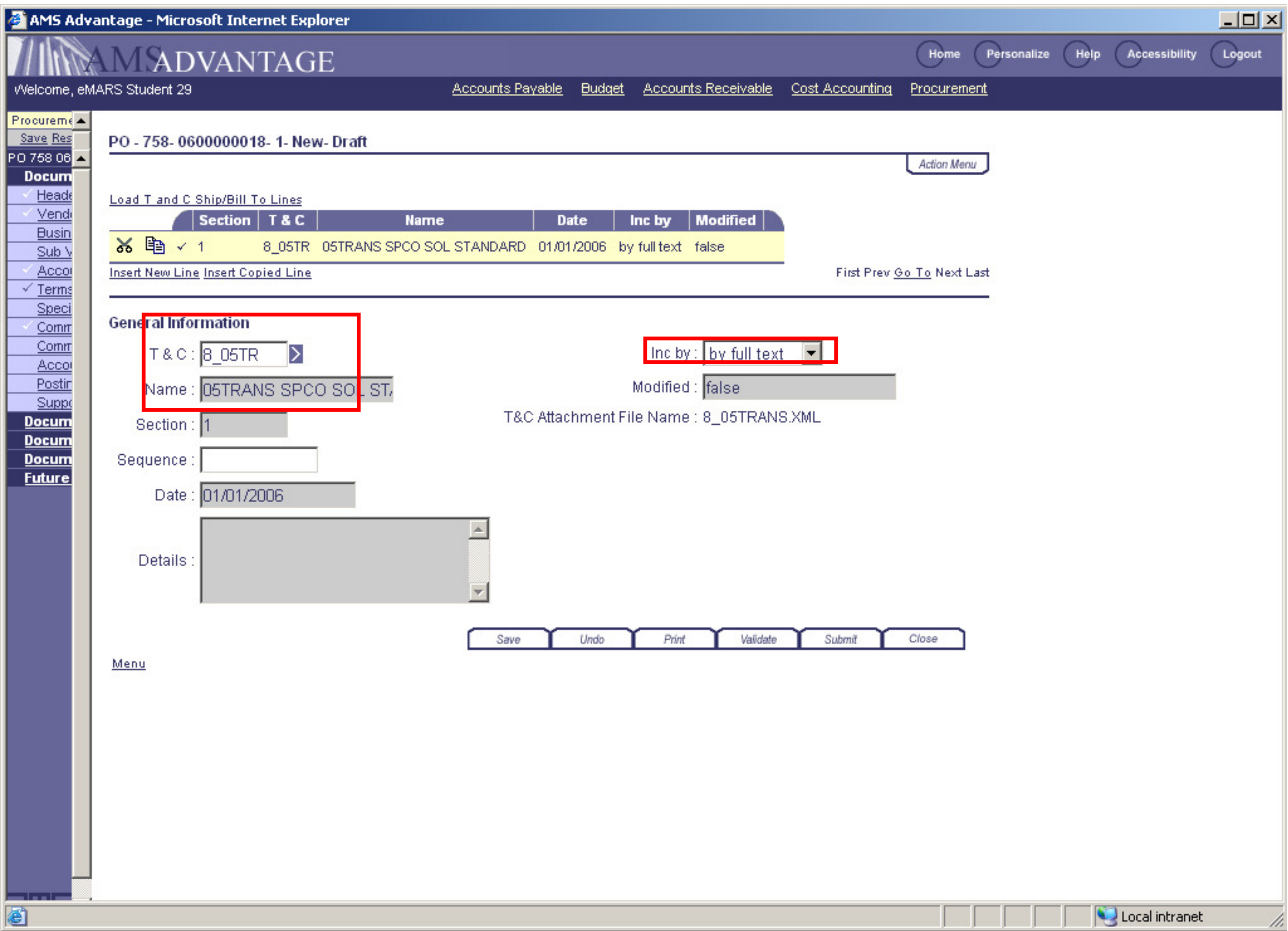
- The **Shipping Location** field is used to identify where the goods requested on the Requisition should be delivered. To select a Shipping Location click on the **arrow button** next to the **Shipping Location** field to access the Shipping Location Pick List. If you already know the Shipping Location code you may record it directly in this field without accessing the Pick List. The Shipping Location code, however, must be valid on the **Procurement Location** reference table.
- **The Billing Location** field is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. To select a **Billing Location** click on the **arrow button** next to the **Billing Location** field to access the **Billing Location** Pick List. If you already know the Billing Location code you may record it directly in this field without accessing the Pick List. The Billing Location code, however, must be valid on the **Procurement Location** reference table.
- Do not complete the **Billing Additional Info, Shipping Additional Info, Shipping Method**, **Free on Board** and **Delivery Type** fields. These fields are not required. These fields do not print-out.

NOTE: The **Ship/Bill to Lines** link at the top of the Header section can be used to populate the bill to and ship to address entered at the Header to all Commodity lines.

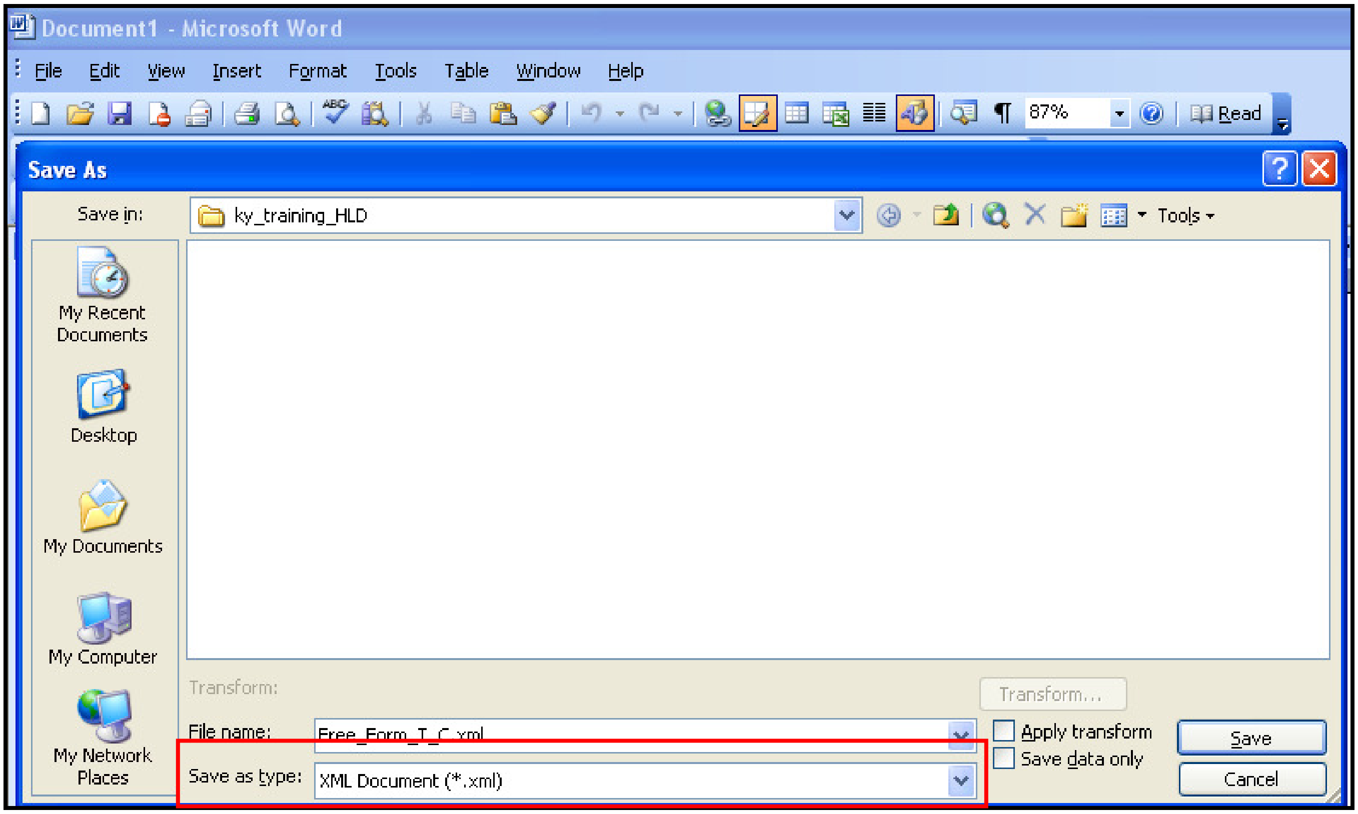
Complete the **Specifications** section (Optional). This section may be used to record additional information that you feel should be stored separately from the Commodity Line extended description.

Navigate to the Terms and Conditions Section and Add **Terms and Conditions** by selecting Insert New Line. The **Terms and Conditions (T&C**) panel lists all the **T&Cs** that will be assembled into the Final Version of the Purchase Order. When selecting the information for the **T&C** field, always use the Pick List. If you manually type in this field it will not populate the Section field, which upon validation will return an error. You may attach a Word **XML** document you have created yourself to the "FREE" (Free Form Clause) or you may pick another set of **Terms & Conditions** from the eMARS database. Limit one attachment per Inserted Line.

To make an attachment to your **Terms and Conditions** section of the document, navigate to the **Action Menu** and select **Attachments**.



The MS-Word documents that you would like to include must be saved in MS-Word as **.XML** before they can be attached.



When creating your MS-Word Terms & Conditions document please observe the following rules:

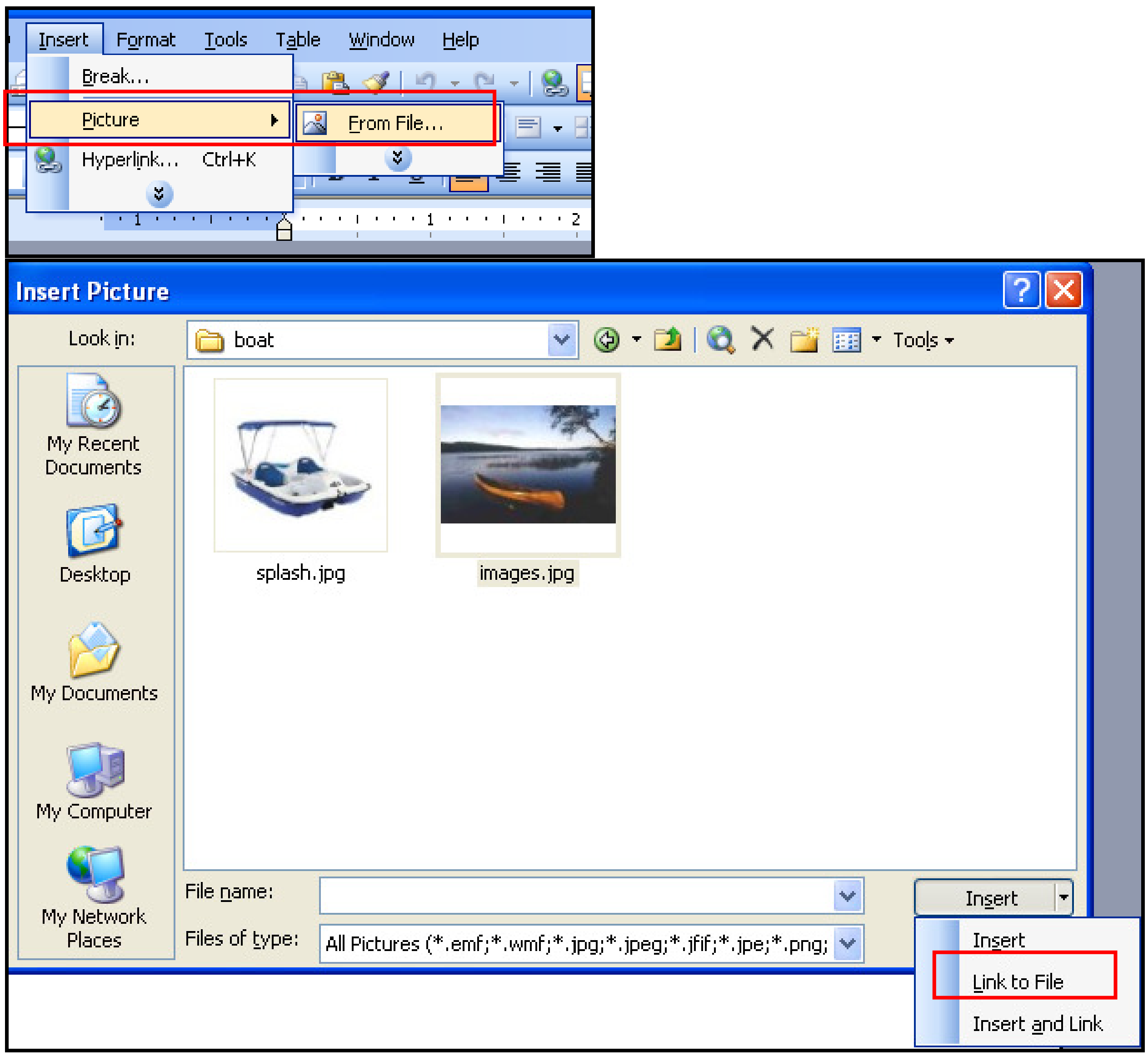
Do's:

- Do set your top margin of your Word Document to 1.5
- Do save the document as an .**XML** file if you are using MSWord 2007 save the document as a 98-03xml.
- Do add **Supporting Documents** when necessary. These documents must also be in .**XML** format, but they will appear below the **Terms and Conditions** when the document is assembled. If multiple attachments are used, there will be a page break between each attachment. If you insert a line accidentally, you need to delete it by using the scissor icon.
- Do use "Normal" formatting for all text.
- Do use "Grid" formatting for all tables.
- Do clear all formatting, and then reformat your bolding, bullets, and justifications if using an existing document for the first time.
- Do select the "Free" **Terms & Conditions**, then delete the attached file and upload your .**XML** document. If you have inserted a link to a picture(s) in your document, you must upload the picture file(s) after you have uploaded the .**XML** file.
- Do attach any type of document, regardless of file type in the **Header** section.

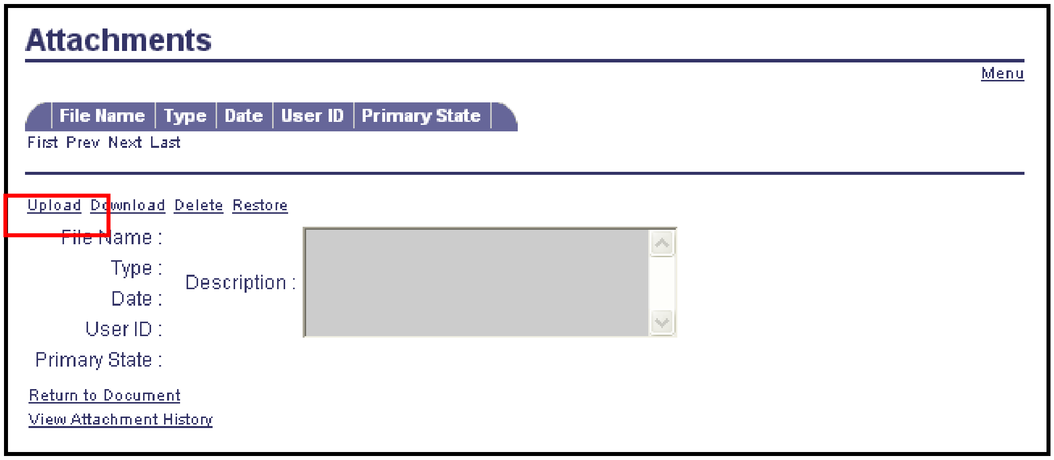
Don'ts

- Don't use Section breaks – the assembly process stops at the first section break.
- Don't use Page breaks – these are ignored in the assembly process.
- Don't use Track Changes.
- Don't add **Terms & Conditions** to the Commodity **T&Cs** section – add to the **Terms and Conditions** section only.
- Don't insert blank lines in the **Supporting Documents** section.
- Don't insert objects directly into the document.
    - If you have a picture, you must insert as a link to the file.
    - Attach any documents as **Supporting Documents** or in the document **Header** section.

Uploading Picture Files to your PO

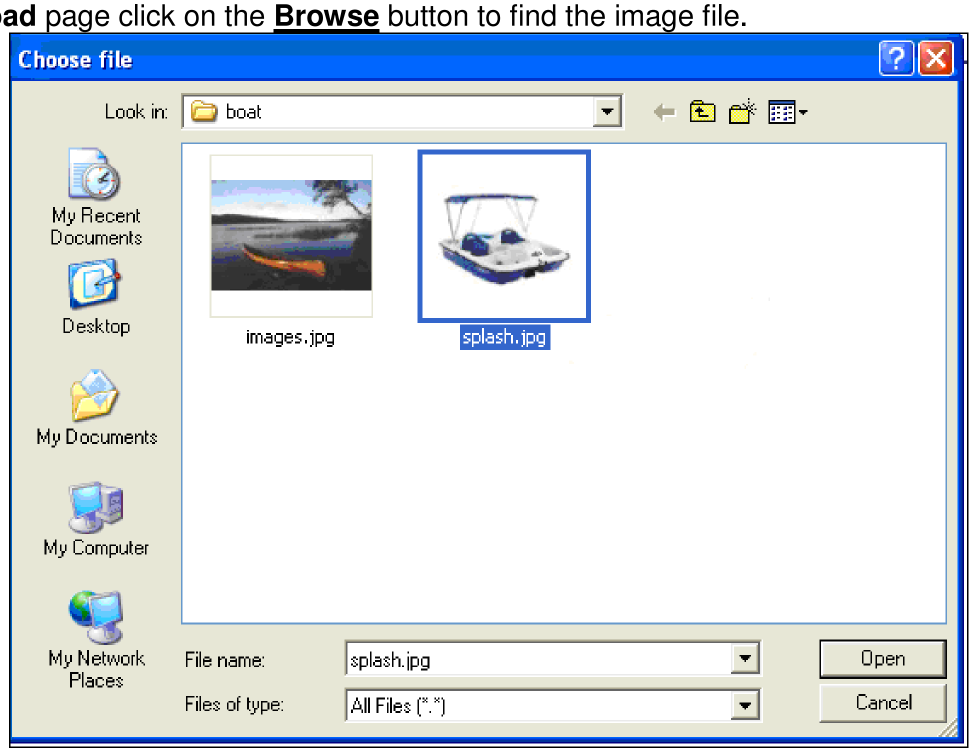


When you upload the **.XML** file to EMARS you must upload the pictures as a separate attachment to the **T&C**.

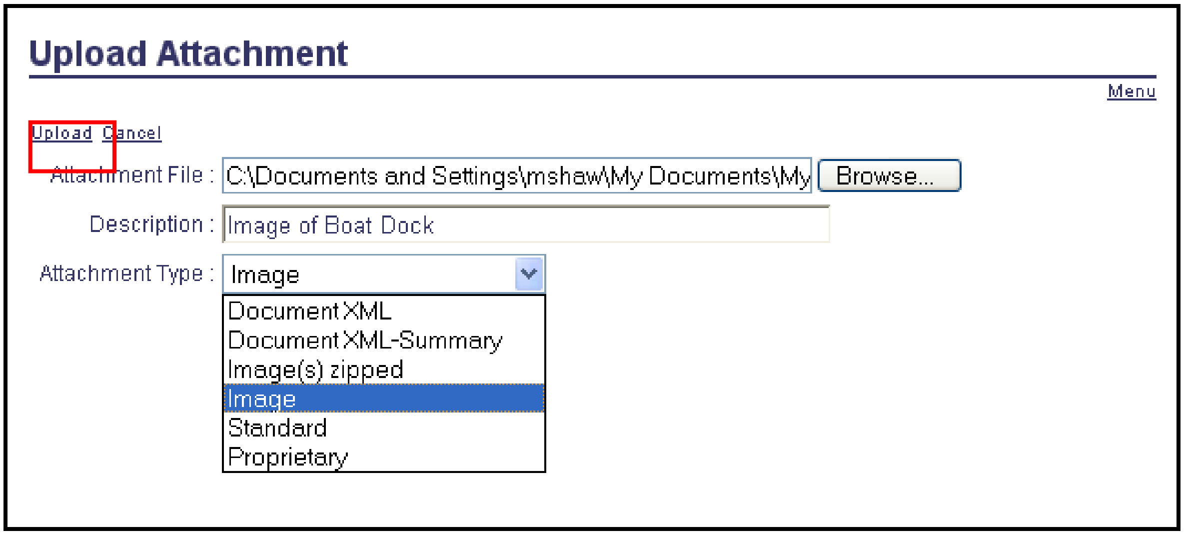


From the **Attachment** page click on the **Upload** link.

On the **Upload** page click on the **Browse** button to find the image file.

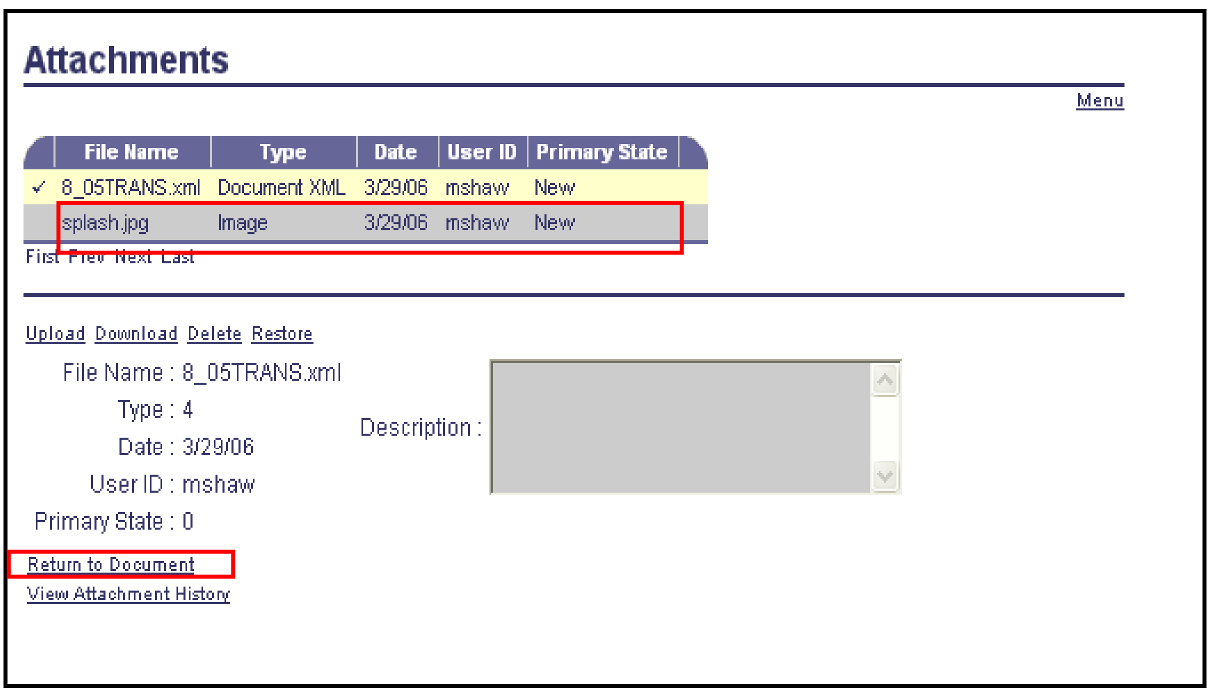


Select a **.jpg** or **.gif** image and click the **Open** button.



Select the **Attachment Type** of "image" and type in a brief **Description.** If you are uploading multiple pictures please zip the pictures into a single file a select the "Image(s) zipped" option. Click on the **Upload** link.

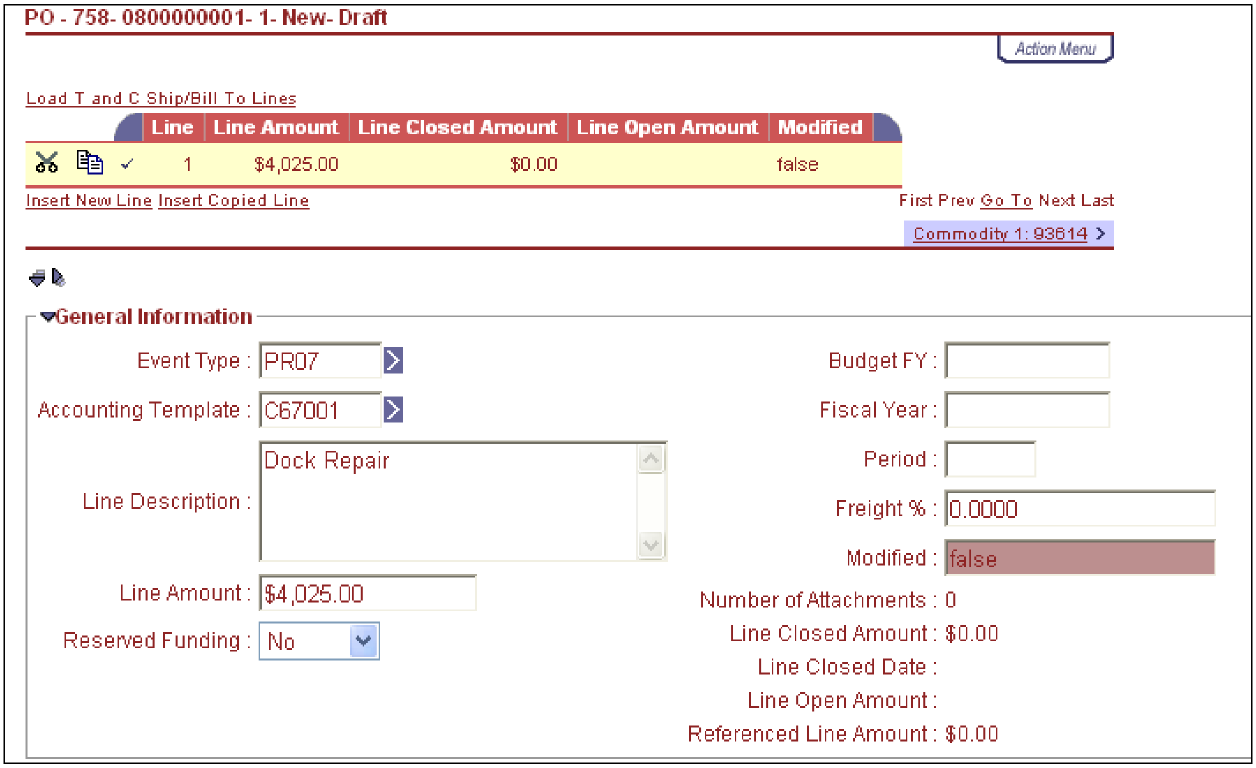
After the **Upload** action has completed successfully, you will be transitioned to the **Attachments** page where you will see the image attachment listed.



When uploading attachments at the Header level, be sure to select **Standard** as the Attachment Type.

Identify the **Accounting** elements for each Commodity Line.

The Accounting Section Panel will need to be manually completed if a template or profile is incomplete or has not been used. The Panel displays all Accounting lines referencing the parent Commodity line. Each Commodity line will require an Accounting line.



Complete the required fields for the Accounting General Information section:

The **Event Type** is used to determine what posting codes will be used while bringing in specific rules fro data entry concerning referenced transactions, customer codes, vendor codes and all defined chart of account elements in the system. The **DO** document uses the following Event Types:

Encumbering Event Types:
- **PR05-** Order from External Vendor (default)
- **PR06-** Order from Internal vendor

Non-Encumbering Event Types:
- **PR07-** Non-Accounting Order

Select the **Accounting Template** by selecting the pick list nest to the field. Accounting Templates are used to populate the Fund and Detail Accounting elements in the document. Elements of the Accounting Template are inferred after the document is validated. Any values entered by the end user either before or after the template has been inferred will override any values from the template.

Indicate the **Sub Total Line Amount**. This is the amount that is allocated to this Accounting Line. The sum of all Accounting Lines must equal the referenced Commodity Line.

View the Fund and Detail Accounting elements. These elements will be inferred if an Accounitng Template is used or may be added by the user.

Select the appropriate Object Code or "E" Codes for accurate representation of expenditures. Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at http://finance,ky.gov/internal/eMARS/Chart+of_Accounts.htm to aid in your selection of proper Object Codes. Contact your agency's Fiscal Officer to determine specific codes when necessary.

Click the **Return to Document** link.
Click **Validate** to check for errors.

To Assemble:

1. From the Header Section click on Assemble Document
2. Click Submit Assemble Request
3. Click on Refresh, You should see the status as Successful (You may have to click refresh a few times before the assembly job finishes and you see a Successful Status).
4. Click Back to return to the document

To Print the Assembled Form:

1. Return to Header
2. From the Action Menu, select Attachments.
3. Click download.
4. While the PDF document is open use the File Menu Options to either print or email the document.

Click **Submit** the document to initiate workflow approval.

Exercise 3 – Create a Purchase Order (PO) for a Small Purchase Contract

Scenario

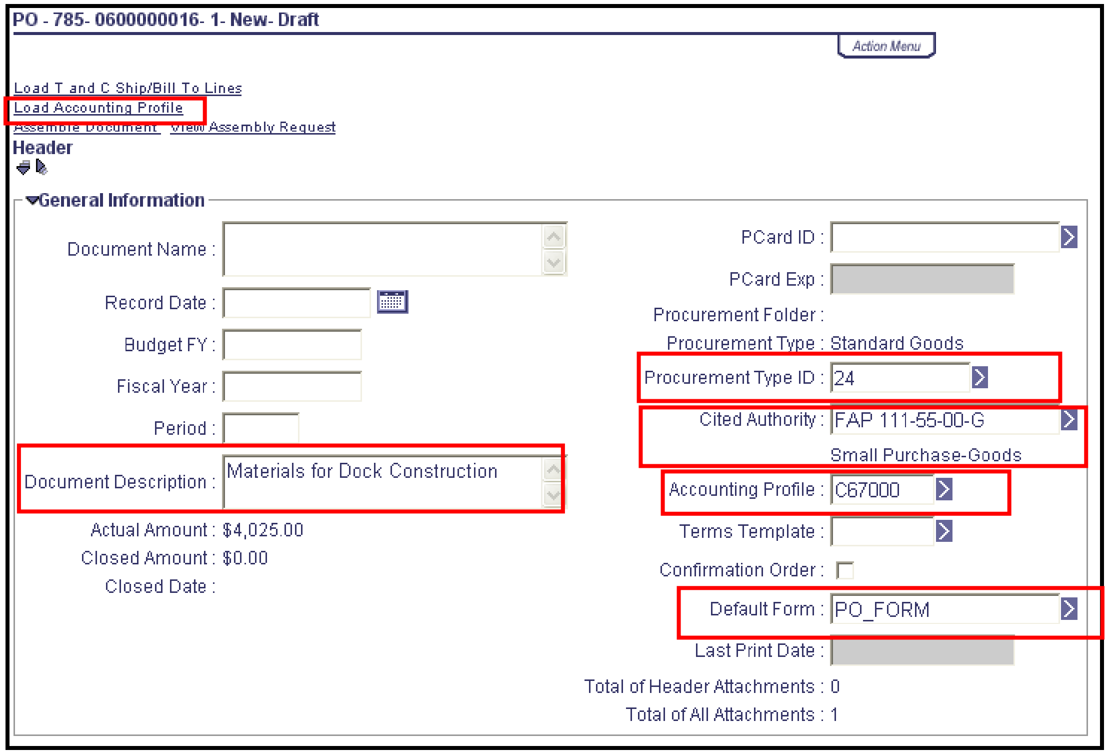
Your department needs to have repairs performed to your dock. After obtaining the required three quotations you decide to Contract with a certain bidder to provide the materials.

Task Overview

You will create a new Purchase Order (**PO**) document from the **Procurement Workspace** to encumber funds for this small purchase. You will create the **PO** document, select the correct **Procurement Type** and **Cited Authority**, select the **Vendor**, add one **Commodity** line, and enter an **Accounting Distribution** to apply.

Procedures

1. Access your **Procurement Workspace.**
2. Click **Create Stand Alone Document** , select **Create Stand Alone Awards**, and click **Purchase Order 3 Way Match (PO).**
3. Click **Create** to change into Create mode.
4. Enter your document **Department code** and document **Unit code** into their respective fields. Check the **Auto Numbering** check-box.
5. Click **Create**. The **PO** document opens to the **Header** page.



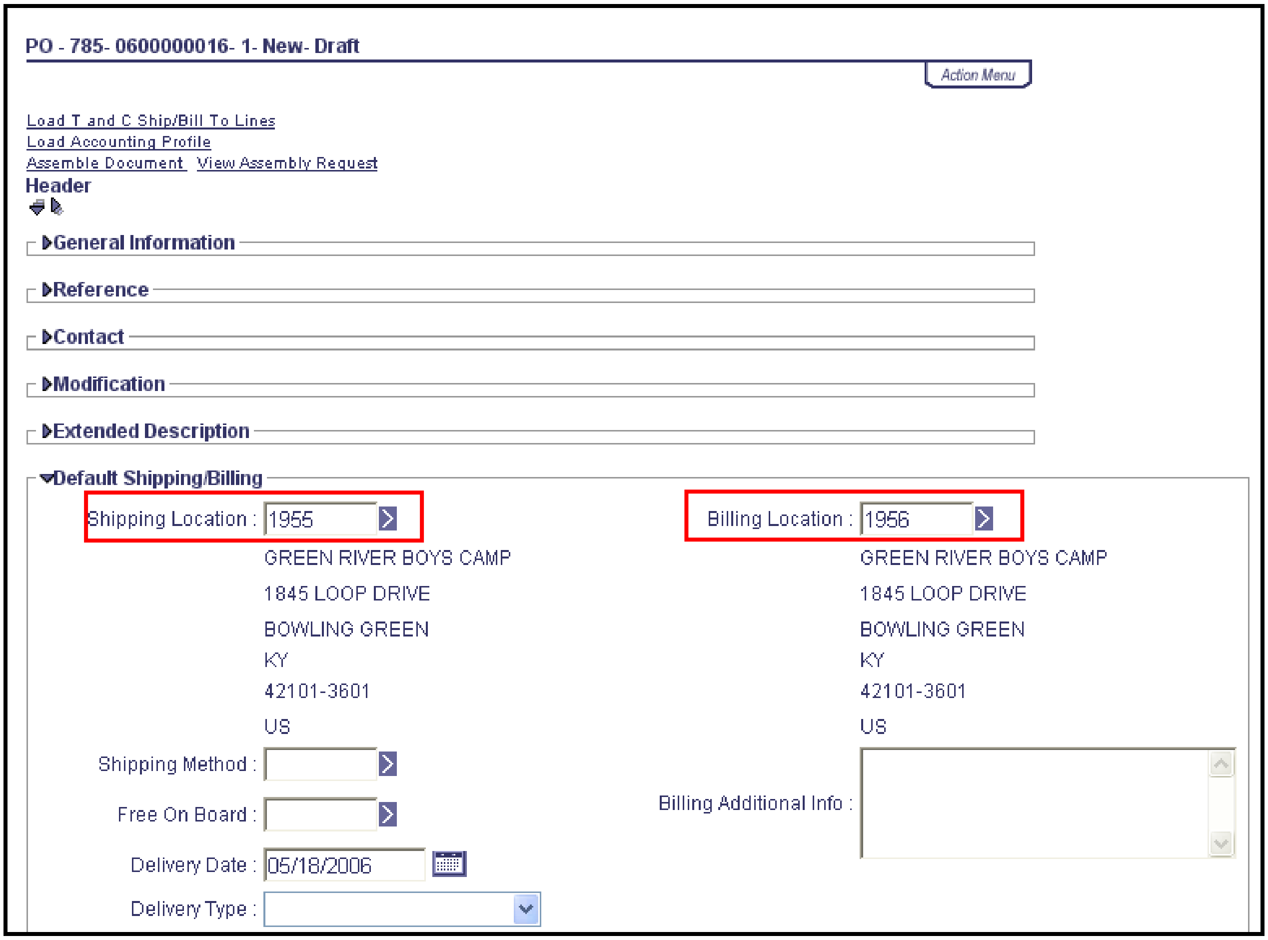
6. Complete the required and optional information in the Purchase Order Header:

Required Fields	**Values**
Document Description	**Materials for Dock Repair**
Procurement Type	**24 (Standard Goods)**
Cited Authority	**FAP 111-55-00-G**

7. Complete the Purchase Order **Contact** section:

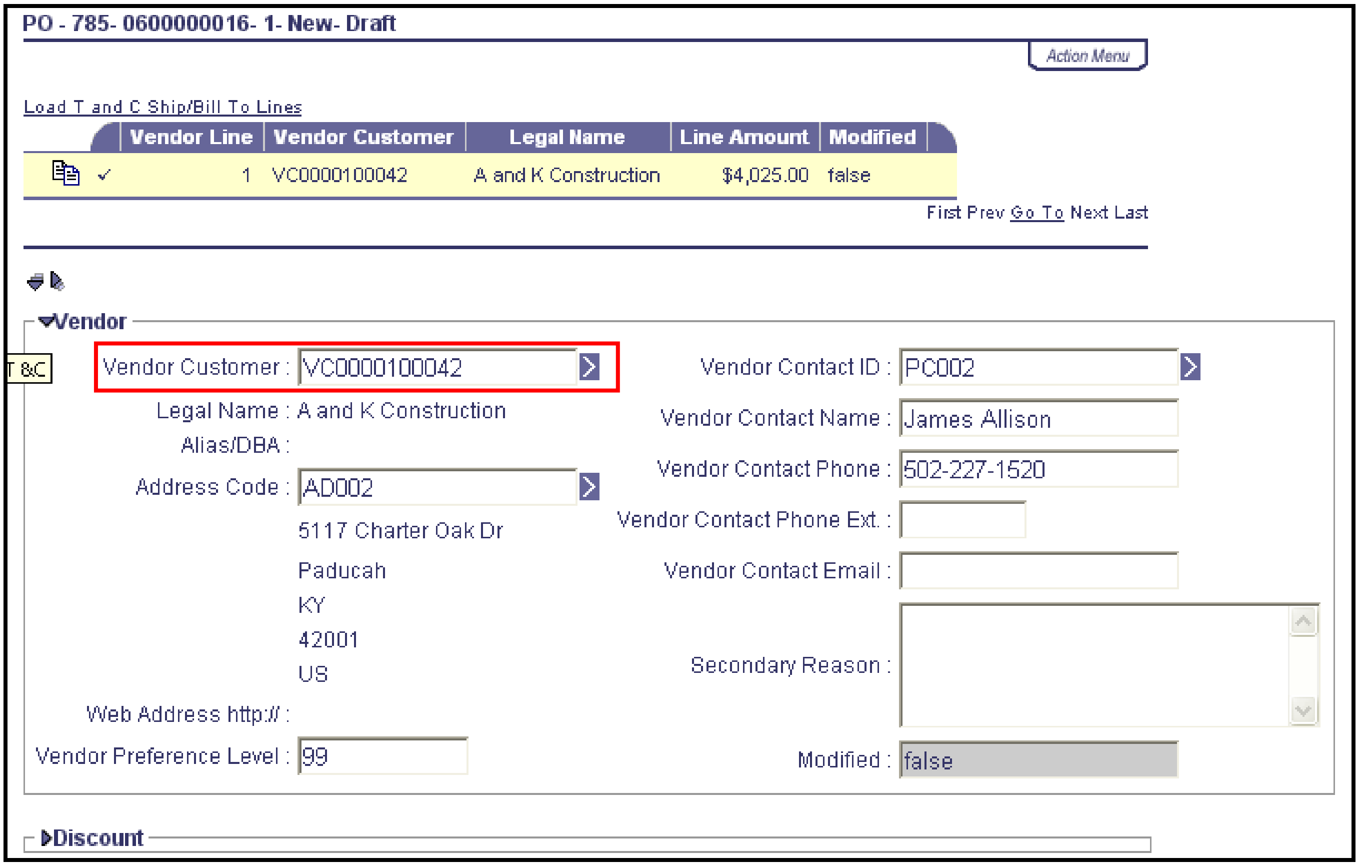
Required Fields	**Values**
Issuer ID	**Leave as Defaulted.**
Requestor ID	**Select your User-ID from the Requestor Pick List. Save to populate**

8. Complete the **Default Shipping/Billing** Section. If the same Shipping and Billing information should be used on each line of the Purchase Order then complete this section. When you are creating Commodity line items you may click on the **Ship/Bill To Lines** to have this information automatically populated on the line item. (Optional)



Required Fields	Values
Shipping Location	See Student Card
Billing Location	See Student Card. Save to populate Shipping and Billing information.
Delivery Date	Enter One month from today

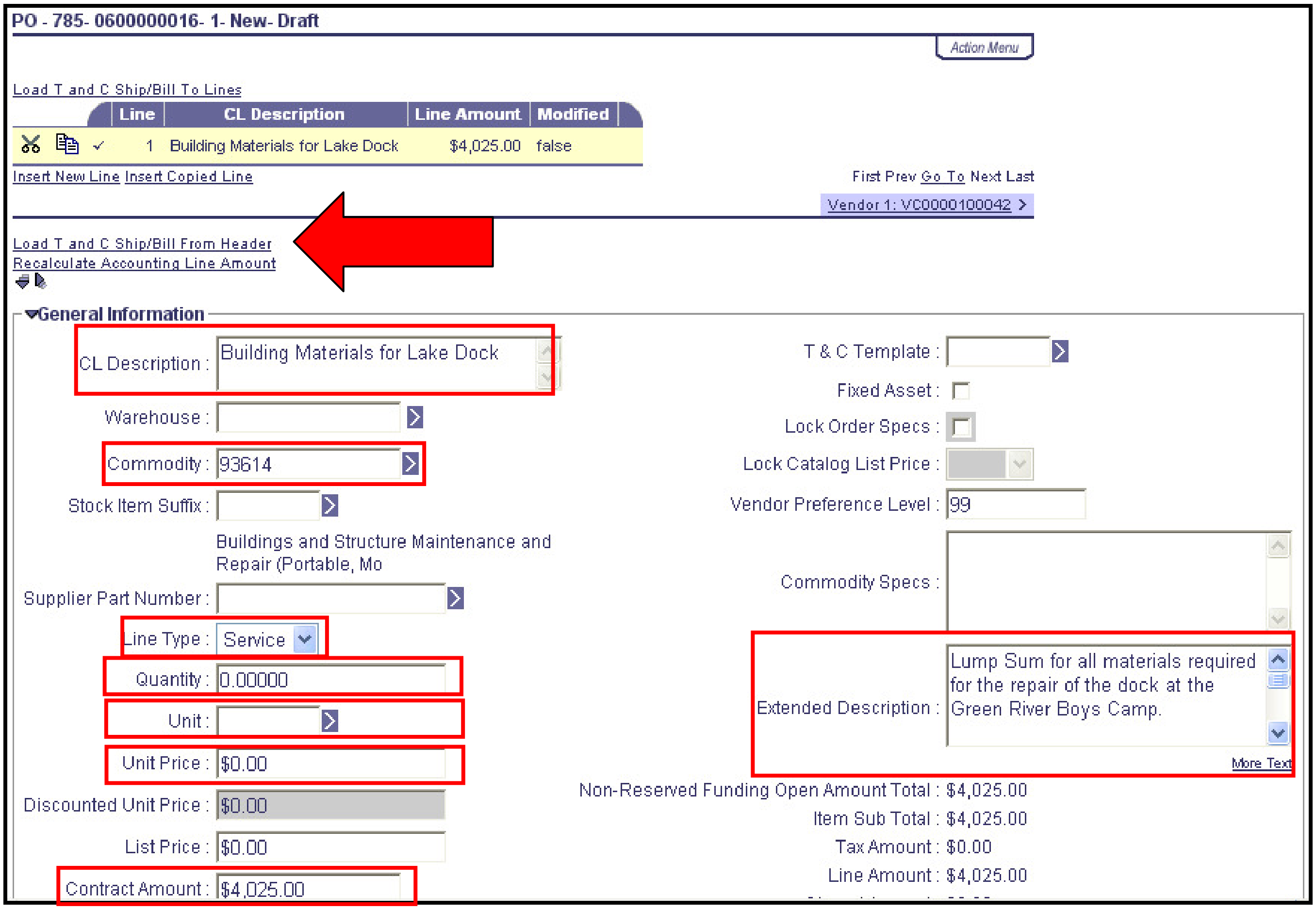
8. Click **Vendor** on the Secondary Navigation Panel. Complete the **Vendor** section.



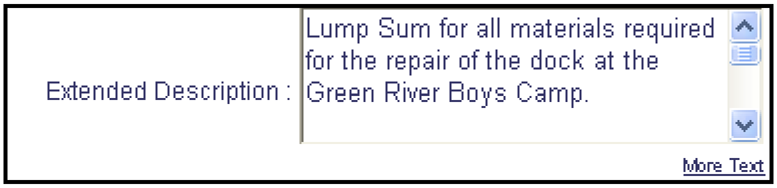
Required Fields	Values
Vendor Customer	Select Vendor 2 from your Student Card.

9. Click on **Commodity** in the Secondary Navigation Panel. Click **Insert New Line.**

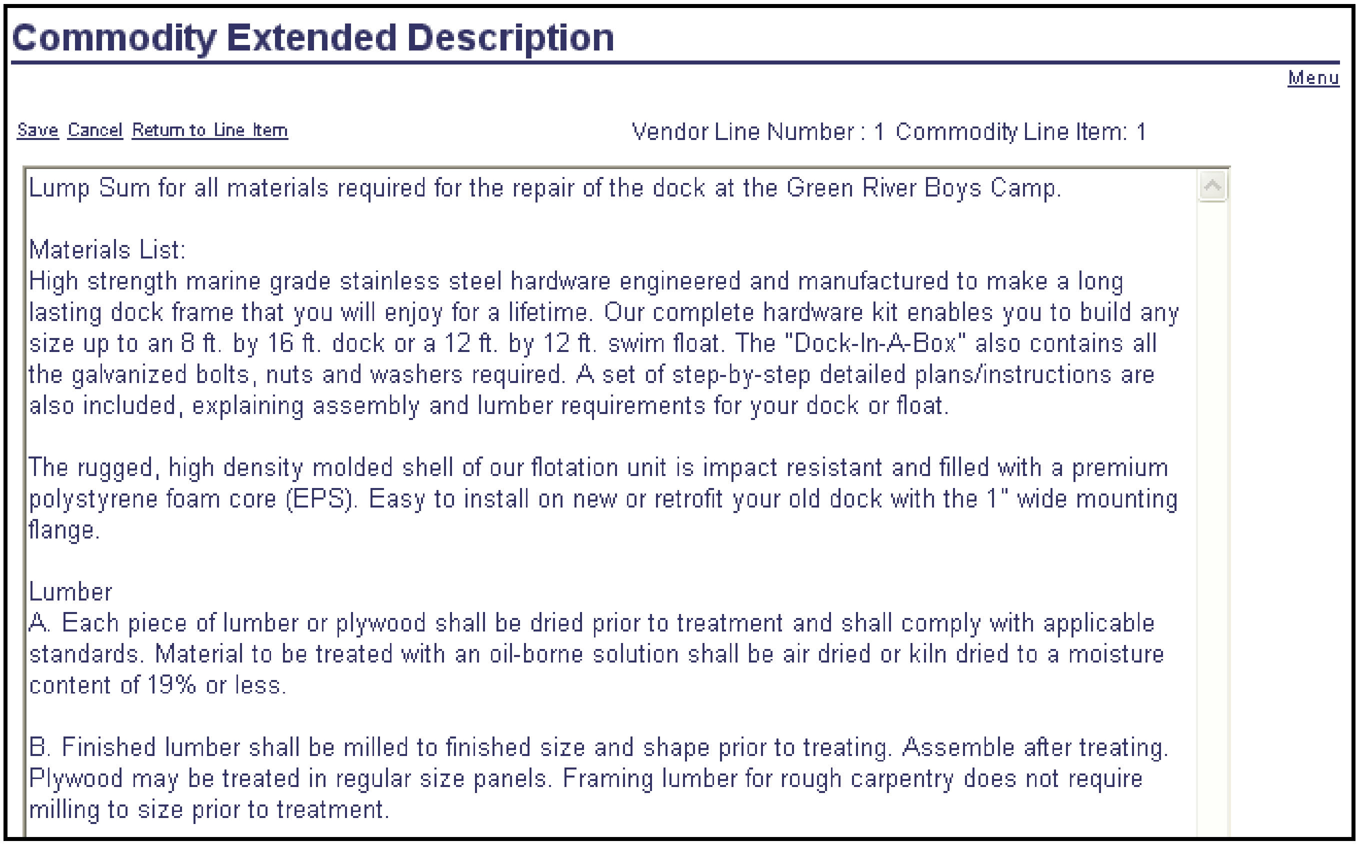
10. Complete the required fields for the **General Information** section.



Required Fields	Values
CL Description	Building Materials for Lake Dock
Commodity	93614
Line Type	Service
Quantity	Leave blank.
Unit	Leave blank.
Unit Price	Leave blank.
Contract Amount	$925.00 Required when the Line Type is Service
Service From	One Month from Today
Service To	One Month from the Service From Date listed above. Required when the Line Type is Service
Extended Description	Enter a description for the project



.



11. Complete the **Shipping**/ **Billing** information section. Click the **Ship/Bill To Lines** link. See arrow in above picture.

Required Fields	**Values**
Shipping Location	Click **Ship/Bill From Header.** This is located at the top of the page
Billing Location	**Leave as defaulted** Will default when Ship/Bill From Header is selected
Delivery Date	**Leave as defaulted** Will default when Ship/Bill From Header is selected

12. Add **Terms and Conditions (T&C)**. The **Terms and Conditions** section lists all the **Terms & Conditions** that will be assembled into the Final Version of the Purchase Order. You may attach a Word document you have created yourself or you may pick **Terms & Conditions** from the eMARS database.

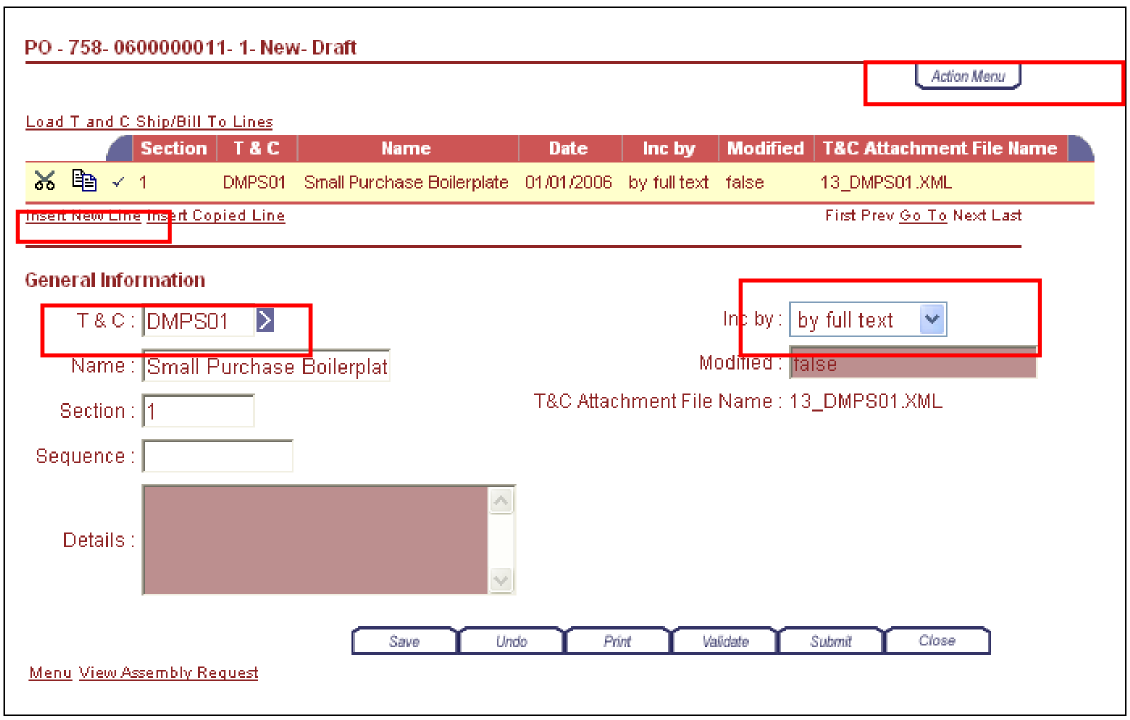
Note: All files attached in the **Terms and Conditions** section of the document should be saved as **.XML**

Please follow these steps to select a standard **Terms & Conditions.**

13. Click on **Terms and Conditions** in the Secondary Navigation Panel.

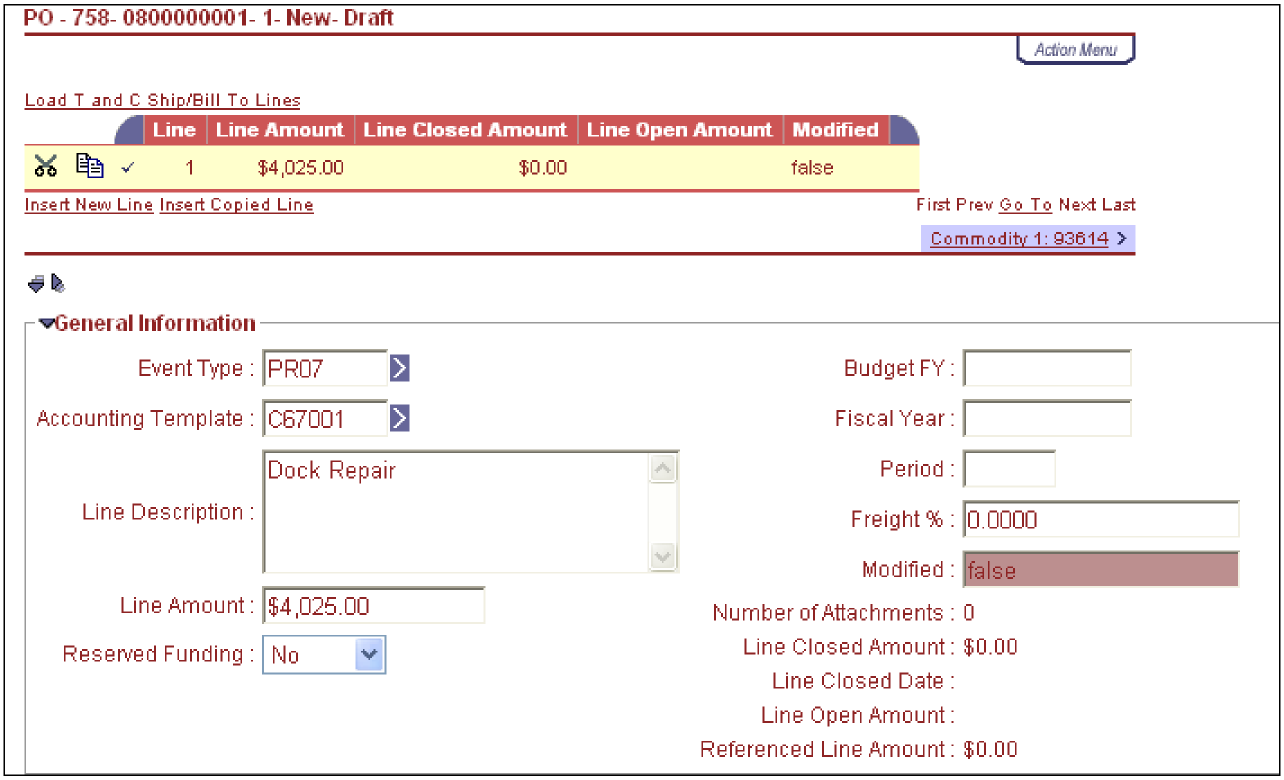
14. Click **Insert New Line**

Required Fields	Values
T & C	**DMPS01**
Inc by	**Change to by Full Text**



15. Click **Attachments** link from the **Action Menu.** This will allow you to download a copy of the MS-Word document for you to view. **You can modify this document and upload in production or in the playground environments. Please do not attempt this in this exercise. Many users are unable to save the document for local access.**

16. Click on the **Accounting** section in the Secondary Navigation panel to build your Accounting Line(s).



17. Click **Insert New Line.** Enter in the following in the required fields:

Required Fields	Values
Event Type	**Choose PR07 from the Pick List**
Accounting Template	**See Student Card**
Line Description	**Material for Dock Repair**
Line Amount	**$925.00**
Object	Enter **"E703"** in the Object field in the Fund Accounting section. **NOTE** Select the appropriate Object Code or "E" Codes for accurate representation of expenditures.

18. Click **Validate** to check the Purchase Order for errors.

To Assemble:

1. From the **Header** Section click on **Assemble Document**
2. Click **Submit Assemble Request**
3. Click on **Refresh**, You should see the status as Successful (You may have to click refresh a few times before the assembly job finishes and you see a Successful Status).
4. Click **Back** to return to the document

<u>To Print the Assembled Form</u>:

1. Return to **Header**
2. From the **Action Menu**, select **<u>Attachments</u>**.
3. Click **<u>Download</u>**.
4. While the **PDF** document is open use the File Menu Options to either print or email the document.

22. **Submit** the Document to initiate Workflow for Approval.

7 – Receiver (RC)

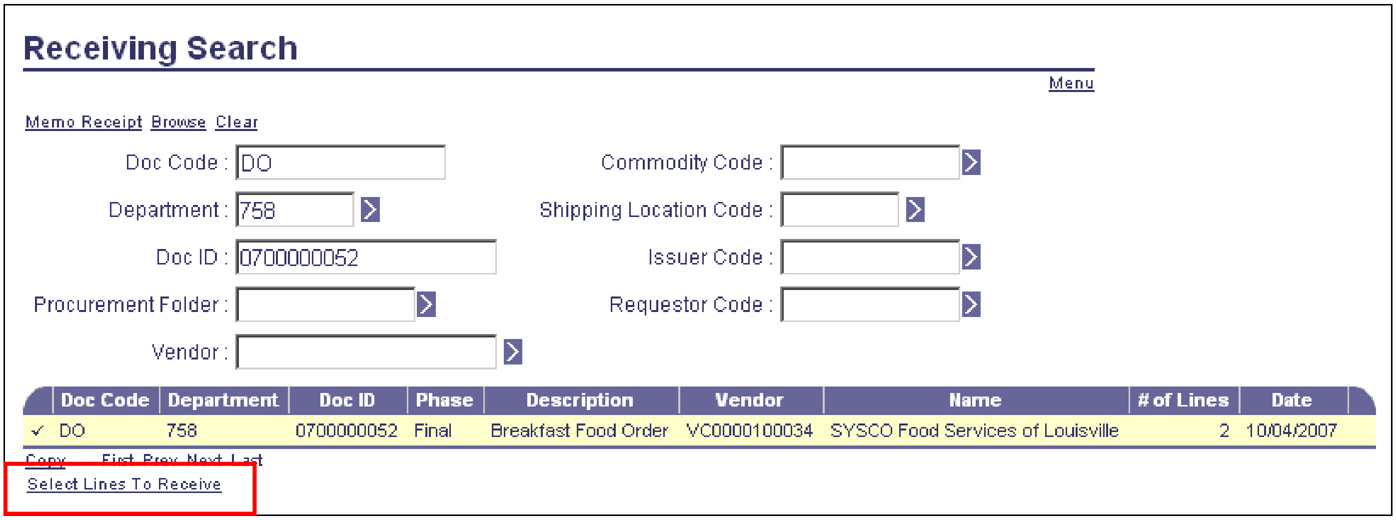
Unless a Department has obtained an exception from the Office of the Controller, all Order transactions for goods will require a Receiver (**RC**) to be recorded in the system. For services, a Receiver (**RC**) is not required. All 3-way match documents will require a **RC** document in order to produce payment. Some examples of 3-way matching documents are **PO**, **DO**, **CT, and CTT1 (KYTC Only)** documents.

- Department staff will use the Receiving Search (**RCSRCH**) page to select the Award document (e.g., Purchase Order/Contract/Delivery Order) and item lines to be received.
- A Receiver (**RC**) document is automatically generated referencing the award. Department staff submits the receipt.
- Users can attach a file (such as the scanned packing slip) to the Receiver (**RC**) as needed.
- The Receiver (**RC**) does not require additional approvals. The submitter is the only approver.

The process to record a Receiver (**RC**) is as follows:

Access the **Procurement Workspace** and click **Receive Goods**, select **Search for Matching Award to Receive**, click **Receiving Search (RCSRCH)** . The Receive Search Page opens.

Find the **Award Document** (**PO, CT, DO, CTT1**) for which you wish to record by executing a search using any or all of the following parameters: **Document Code**, **Department Code**, **Document ID**, **Procurement Folder**, **Vendor Code**, **Commodity Code**, **Commodity Description**, **Shipping Location Code, Issuer Code** and **Requestor Code**.

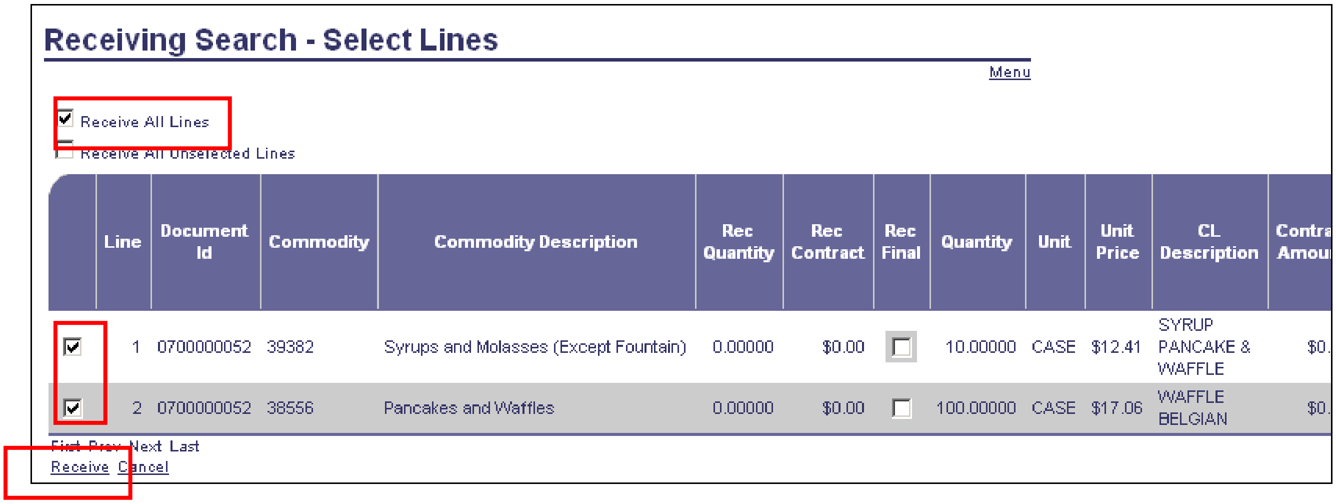


Once the award document has been found, you can select the individual award Commodity lines to receive. In the Results Grid select the award in question and click the **Select Lines to Receive** link. The Receiving Search Select Lines page opens.

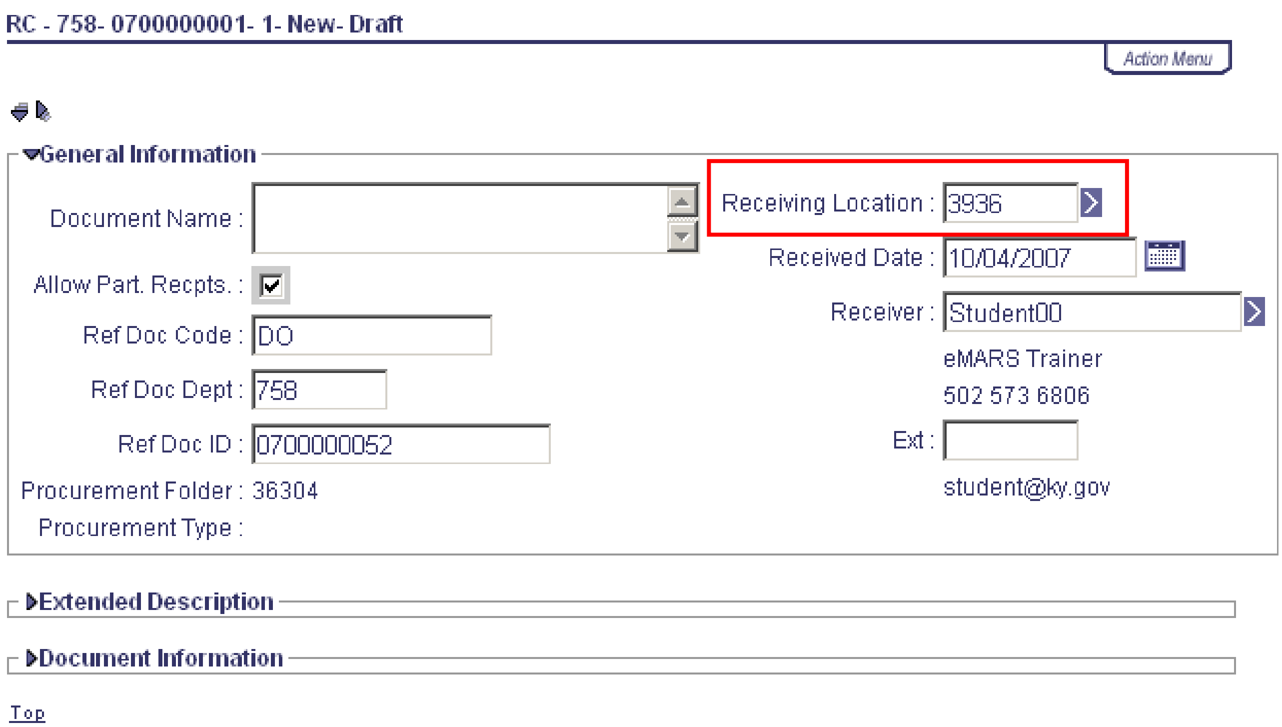
Select lines to add to the Receiver (**RC**). This page allows you to select the lines that you want to receive. You can do this in one of three ways:

- Individually select the lines that you want to receive.
- Select the **Receive All Lines** option - This will select all of the lines for you.
- Select the **Receive All Unselected Lines** option - This will receive only those lines that you do not have selected. Use this option if you have multiple lines that you want to receive and only a few lines that you do not want to receive.

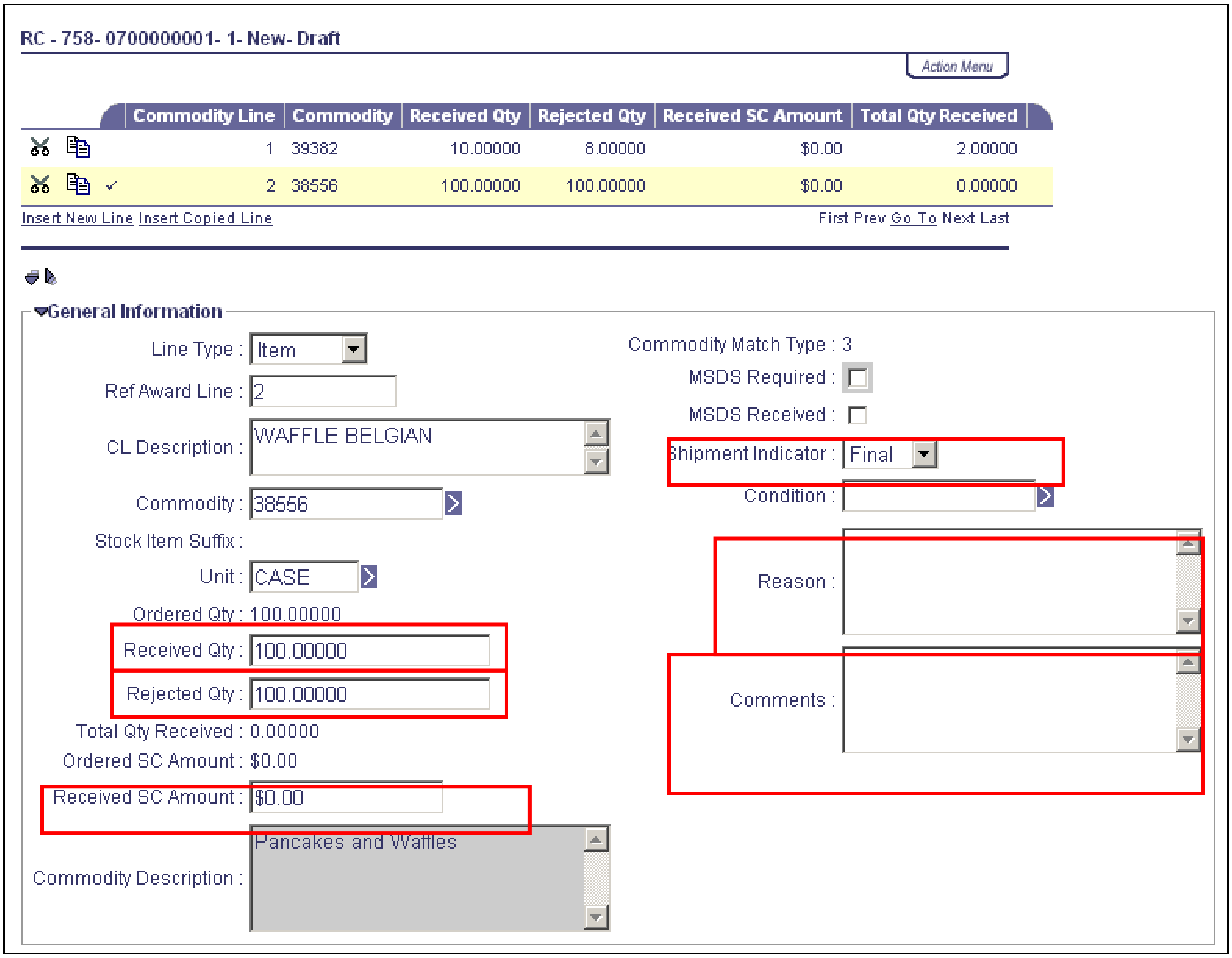
After you have made one of the above listed selections, you can click **Receive**, or select **Cancel** to return to the Receiving Search page.



Complete the **General Information** section of the **Header**. The only field required in this section is the **Receiving Location** field (same as the Order's **Shipping Location**).



Complete the Commodity section. The Commodity section is where you record the quantity received or the quantity rejected. If you are receiving a Service line you will record the dollar amount in the **Received SC Amount.**



- The **Received Qty** is the count of the number of units received (Conditionally Required).
- The **Rejected Qty** is the count of the number of units rejected and sent back to the Vendor for whatever the reason (Conditionally Required).
- For **"Service"** Commodity lines you must record a dollar amount in the **Received SC Amount** instead of a **Received Qty.**
- The **Shipment Indicator** field is used on the Receiver to determine how the Order should be referenced.
    - **Partial** – When this line on the Receiver (**RC**) should close only a part of the referenced award document, then the partial type is used. This is the default reference type for most situations.

- **Final** – When the line on the Receiver (**RC**) should close out the remainder of a referenced document, then the final type is used. Common logic determines this reference type in the certain situation where the referencing line amount is equal to or greater than the referenced award amount.

- A **Condition** code must be provided in the case where a partial receipt is recorded. Similarly, if the **Received Quantity** exceeds the **Contract Amount** but within tolerances, a valid **Condition Code** must be provided.
- For underages and overages you must document a reason in the **Reason** field (Conditionally Required).

Click **Validate** to check for errors and then **Submit** the Receiver (**RC**)

NOTE: The Receiver (**RC**) does not require approvals. If no errors are found, the Receiver will submit directly to Final.

NOTE: Once the **RQS** is submitted to final, Commodity lines cannot be deleted from the **RQS**. When the award document is created, you may select which Commodity lines you want to bring over to the award document.

How to Print the RC:

1. Select **Print** located at bottom of page.
2. Print page opens, Click **Print** and print job returns "Submitted Successfully".
3. On the Action Menu, select "**Attachments**"
4. Highlight a row that has the Document ID on it (do not highlight the row with **XML** in it)
5. Select **Download**. You should get a pop-up window (assuming you have Adobe on your PC) asking you to either open or save the file.
6. Select **Open.** This will open a session of Adobe and open the file.

Print the document from Adobe.

NOTE: If you select Save, you can then save the file in case you need it later.

Exercise 4 – Process a Receiver (RC) Document

Scenario

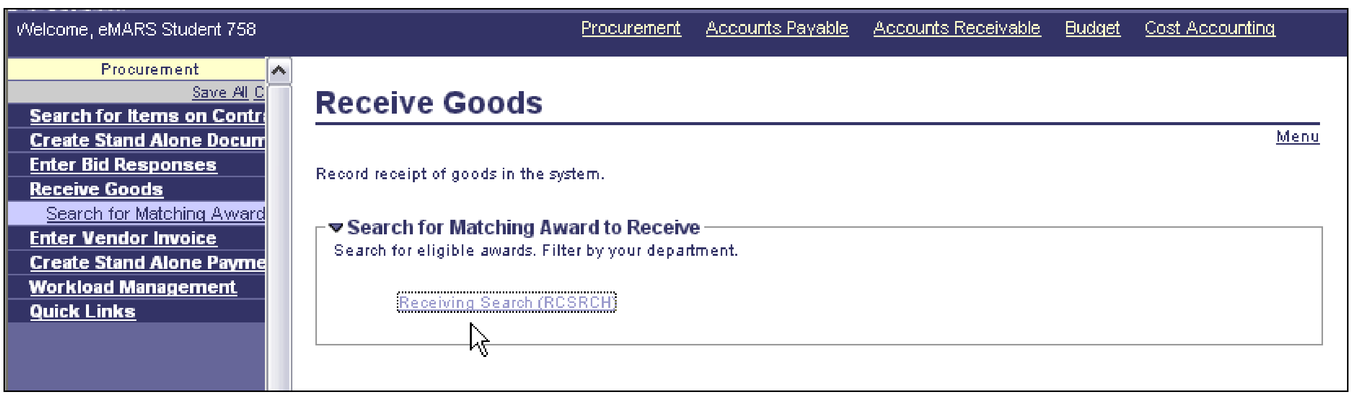
You are responsible for documenting the receipt of goods so the Vendor can be paid for fulfilling the terms of the award.

Task Overview

You will search for the Delivery Order you created in **Exercise 1** by **Department**, **Vendor**, or **Document ID**. You will select lines for receipt, and you will accept some items and reject others.

Procedures

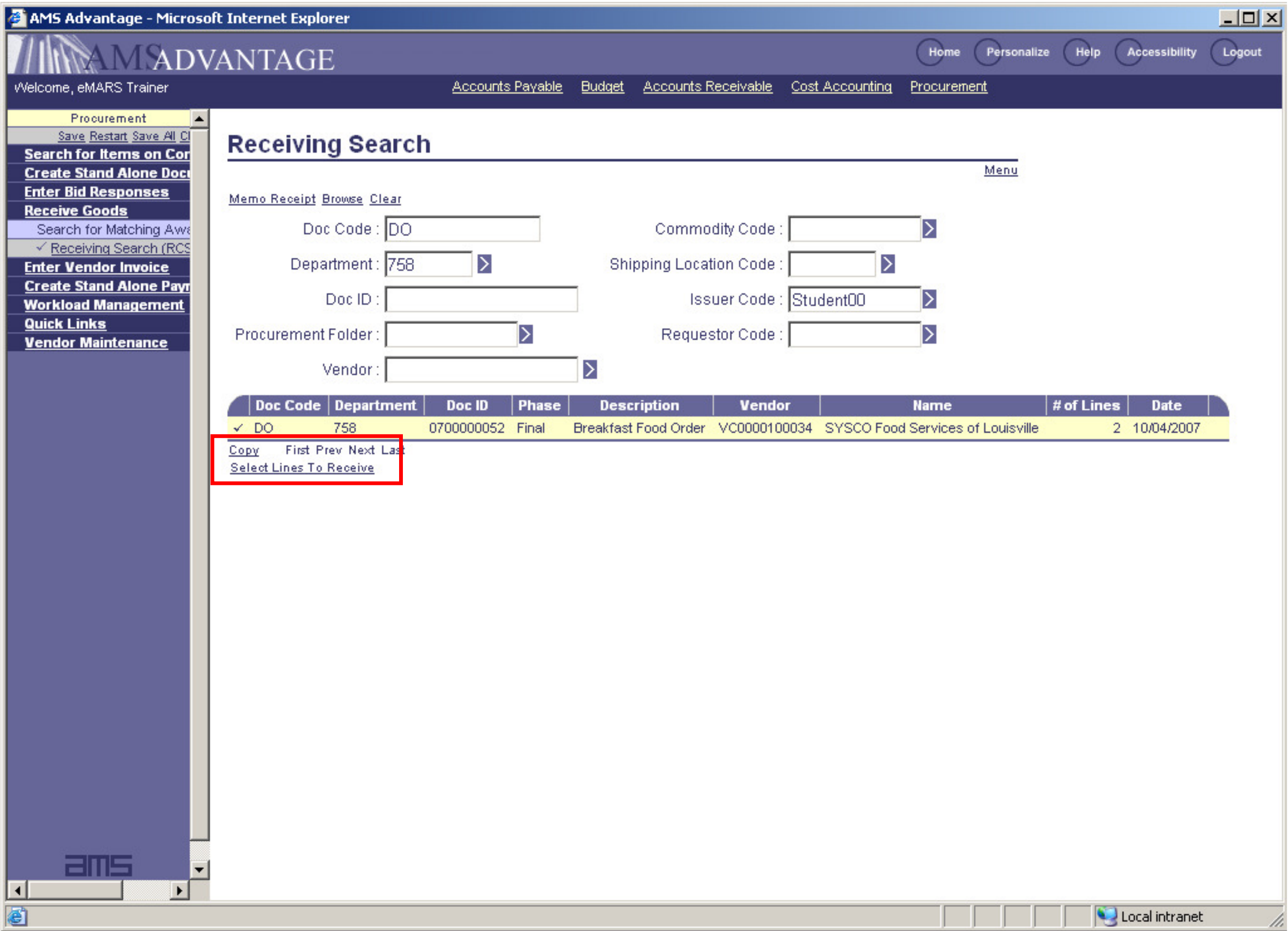
1. Access the **Procurement Workspace** and click **Receive Goods**, select **Search for Matching Award to Receive**. The Receiving Search Page (**RCSRCH**) opens.



2. Search for the Delivery Order you created in **Exercise 1**.

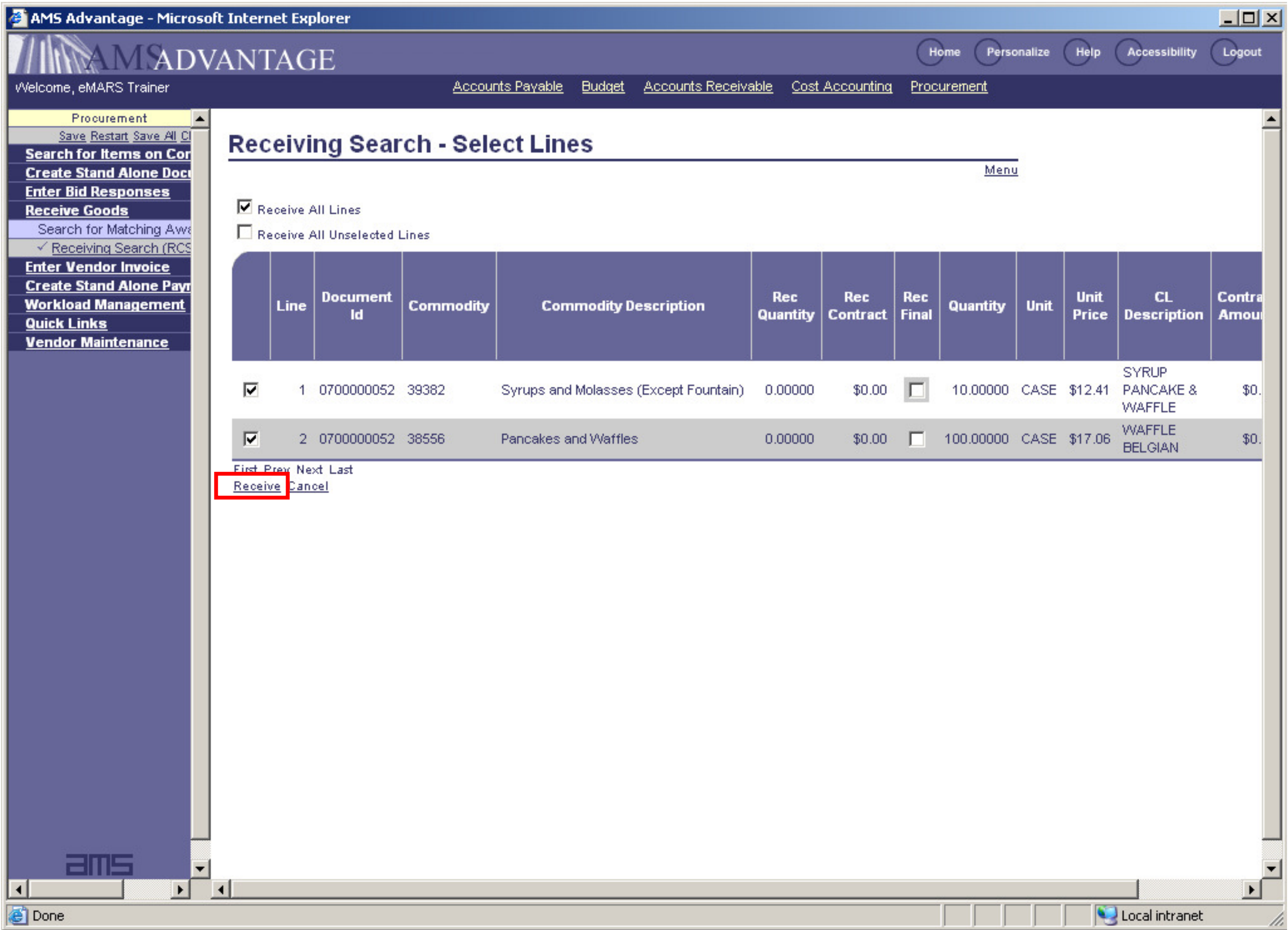
Search Options	Values
Doc Code	**DO**
Department	**Enter or Search for the Dept Code from your Student Card**
Issuer Code	**Enter your Student ID from your Student Card**

3. Click **Browse**. The Receiving Search page opens.



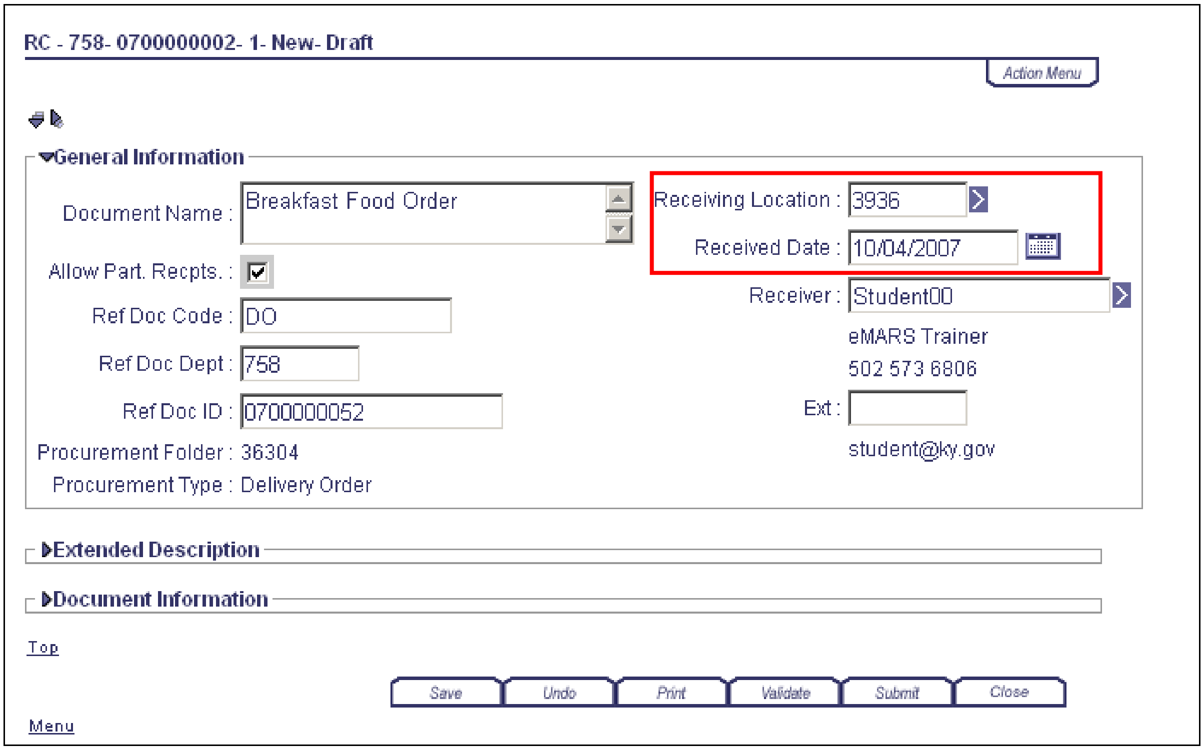
4. Select the line for your Delivery Order (**DO**). (Please make sure to select your own.)

5. Click **Select Lines To Receive**. The Receiving Search – Select Lines page opens.



6. Check the boxes next to both of the lines from the order that you want to receive.

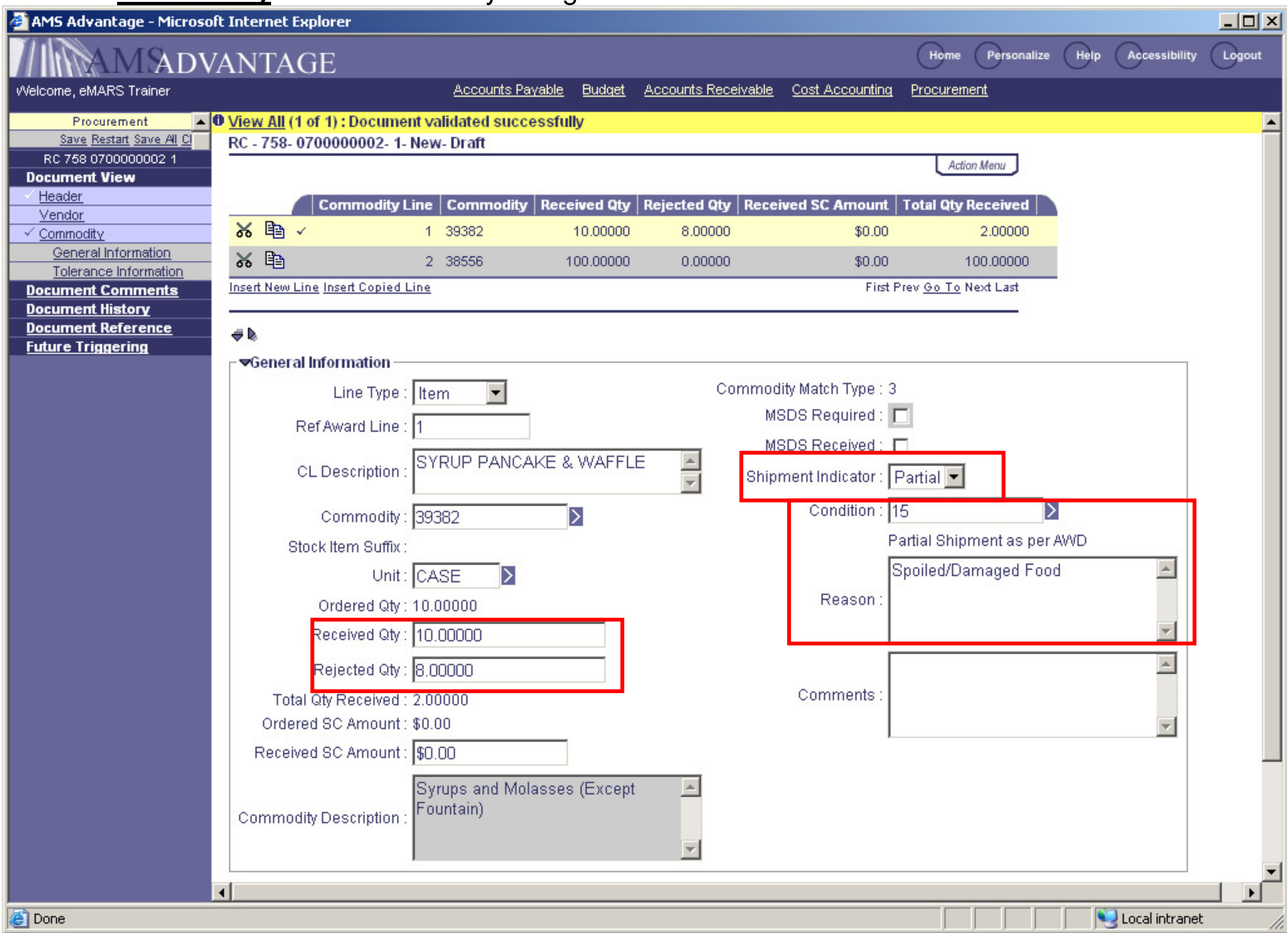
7. Click **Receive**. A Receiver (**RC**) document opens with the Delivery Order (**DO**) reference information already included.



8. Enter the following fields on the **General Information** section.

Required Fields	Values
Receiving Location	**Use the Shipping Address from your Student Card.**
Received Date	**Enter Today's Date.**

9. Click **Commodity** on the Secondary Navigation Panel.



10. Select the first line for partial receiving and enter the following information:

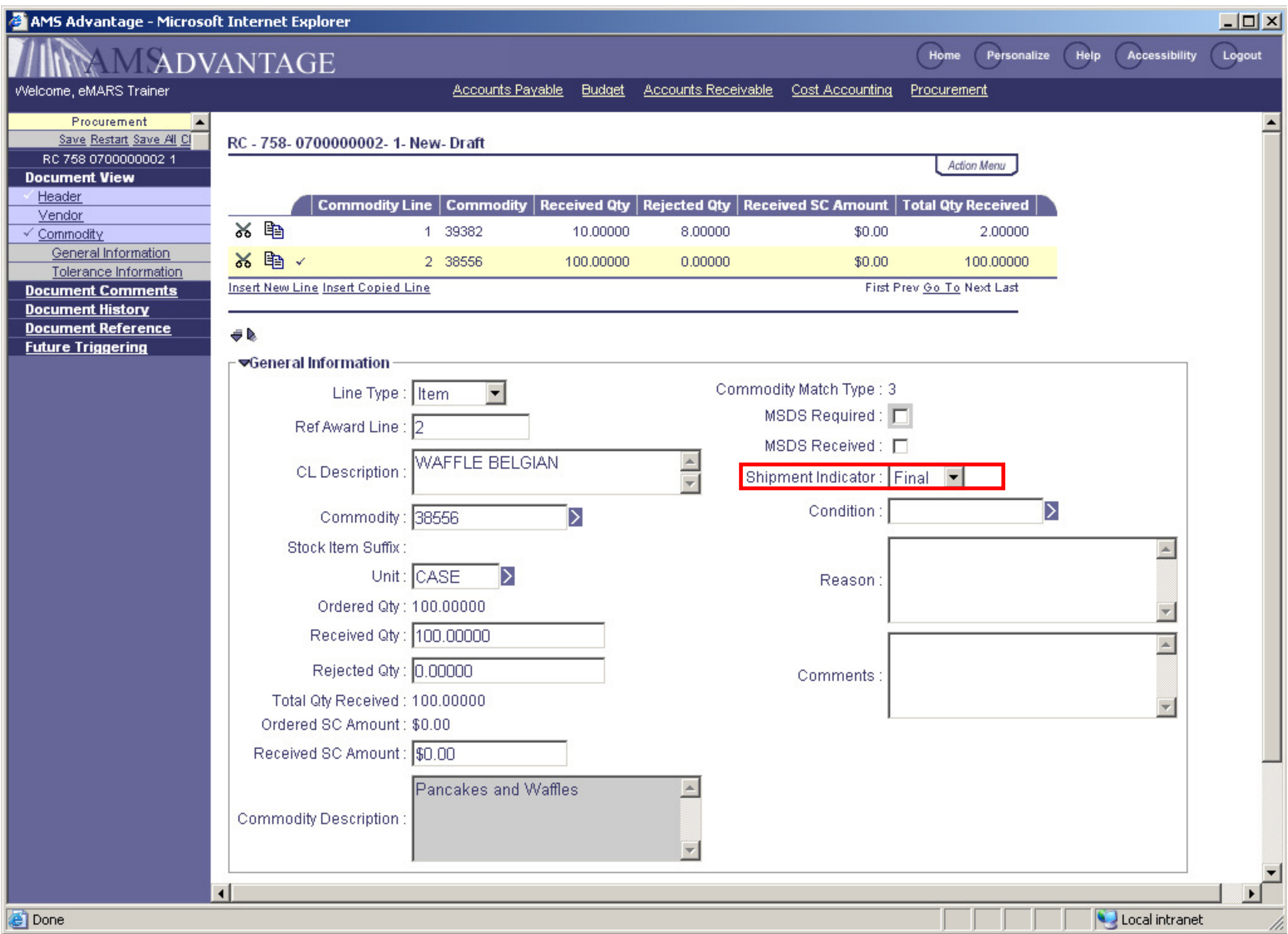
Required Fields	Values
Received Qty	**Enter a partial quantity of 10**
Rejected Qty	**Enter the balance from the Ordered Quantity (2)**
Shipment Indicator	**Partial**
Condition Code	**Partial Shipment as per AWD**
Reason	**Spoiled Food**

11. Click **Save**.

12. Select the second line to receive. Fully receive the second line, making sure the **Shipment Indicator** is **Final**.

Required Fields	Values
Received Qty	**Leave as defaulted**
Rejected Qty	**Leave as defaulted**
Shipment Indicator	**Final**. This will close the order for further receiving.
Condition Code	**Leave blank.**
Reason	**Leave blank.**

13. Click **Validate**. When the document has validated successfully.
14. Click **Submit.**



Approvals are not required for Receiver (**RC**) documents. They will submit to Final.

8 – Performance Evaluation (PE)

In order to document a Vendor's record at meeting their contractual obligations, users should complete the Vendor Performance Evaluation (**PE**) document. The data entered on the **PE** document will be used to determine if Vendors should receive future Awards or have their existing Master Agreements (**MA**) renewed.

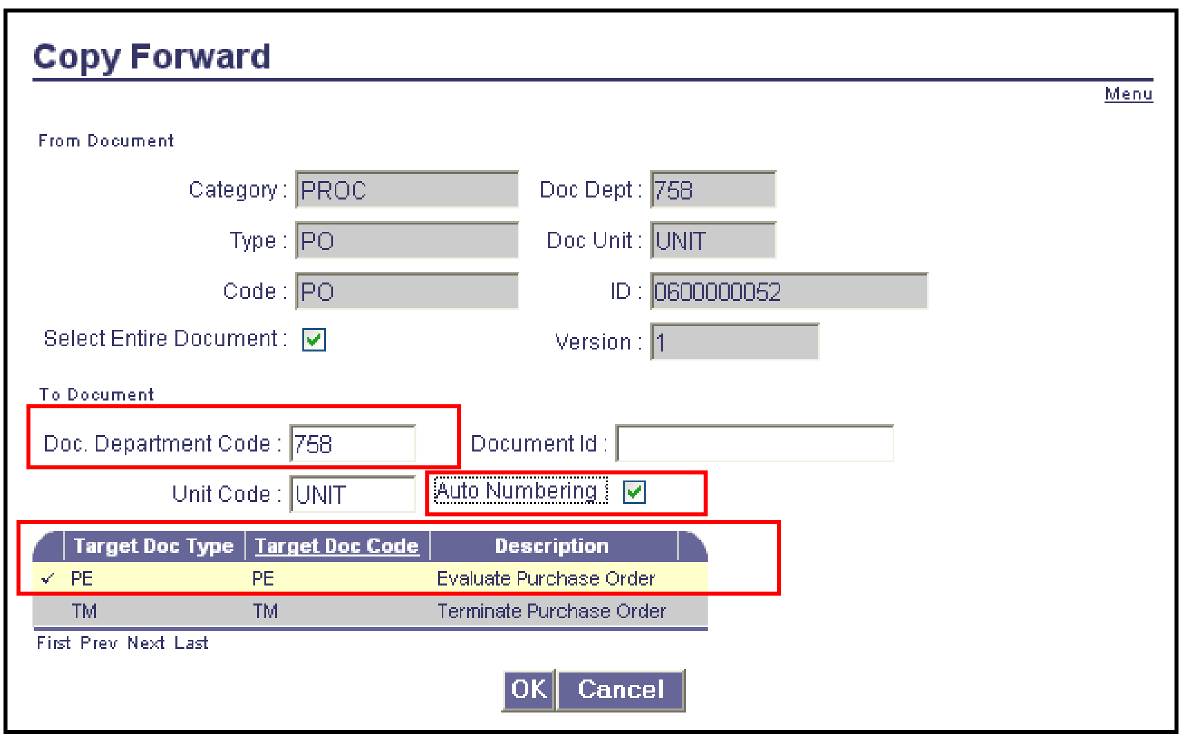
- Evaluations are standardized based on the **Procurement Type** of the award document.
- Evaluations can only be performed with reference to awards established in the system.

NOTE: Performance Evaluations are covered in more detail in the Advanced Procurement & Personal Service Contracts classes.

To complete an Evaluation complete the following steps:

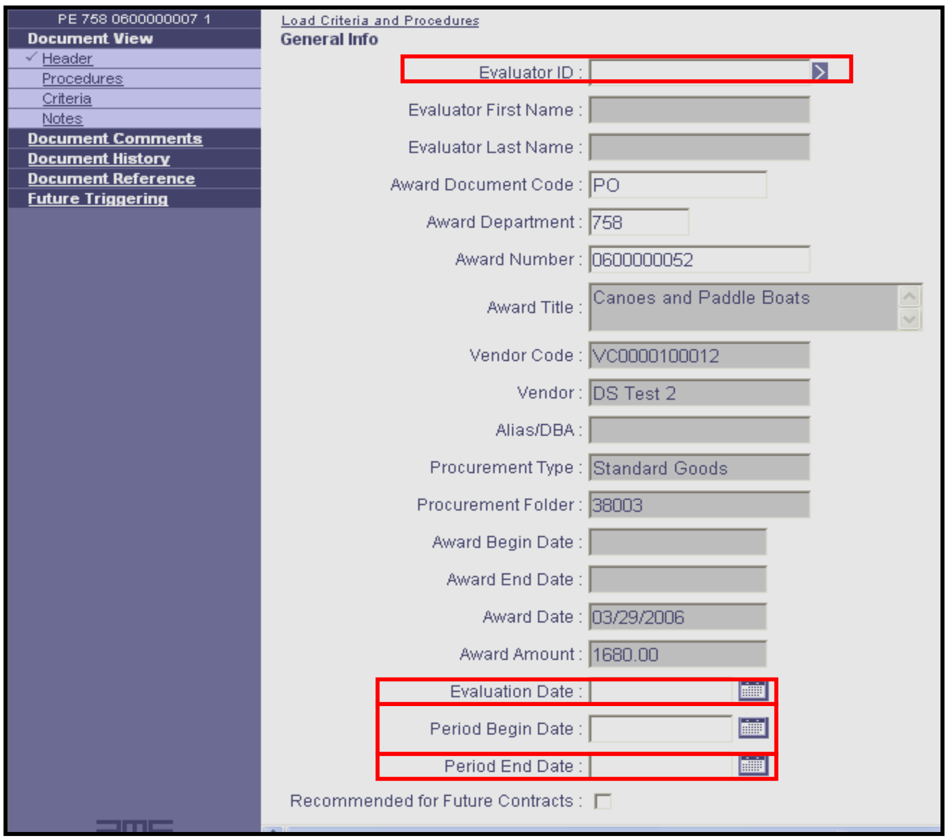
From the **Document Catalog** locate the award being evaluated. Open the award and click **<u>Copy Forward</u>**. The **Copy Forward** page opens.

On the **Copy Forward** page enter your **Doc. Department Code** and **Unit Code**. Select the **Auto Numbering** check-box to have eMARS generate the **PE** Document ID. Select the target document code **PE**. Click **<u>OK</u>** to create the **PE** document.



Complete the **General Information** section of the **PE**. This section is used to establish which eMARS user is performing the evaluation as well as the time period being assessed. Note that all the information from the award has automatically populated the **PE** document.

NOTE: It is the responsibility of the Buyer who established the award to set-up who will be performing the evaluation by making an entry on the **Vendor Performance Evaluator (PEEVALR**) table at the time the Award is submitted.

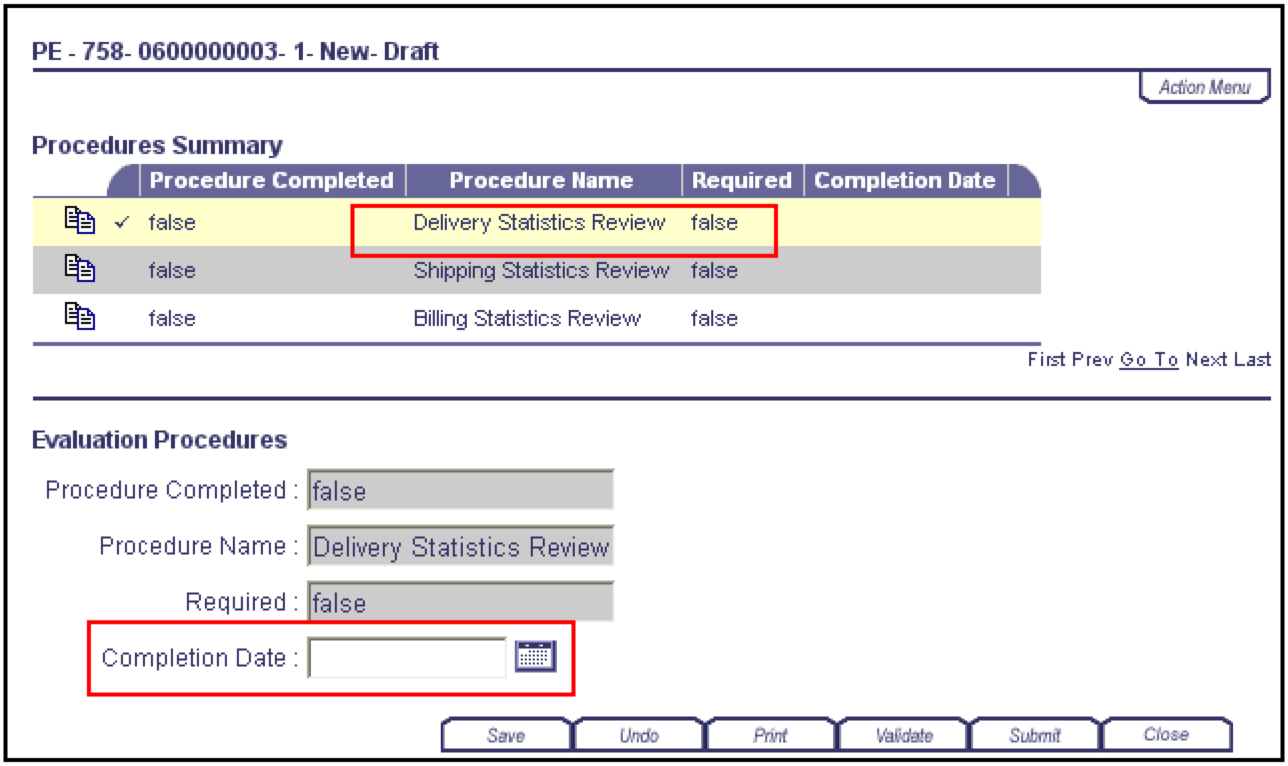


- **Evaluator ID**: Type in your User ID or find your ID from the **Evaluator ID** pick list.
- The **Evaluation Date** is the date this evaluation is being completed. Enter today's date.
- **Period Begin Date** / **Period End Date**. Enter the time period being evaluated. The period must begin and end prior to the Evaluation Date.

Click the **Load Criteria and Procedures** link at the top of the page to load the standardized **Evaluation Criteria** and the **PE** document procedures.

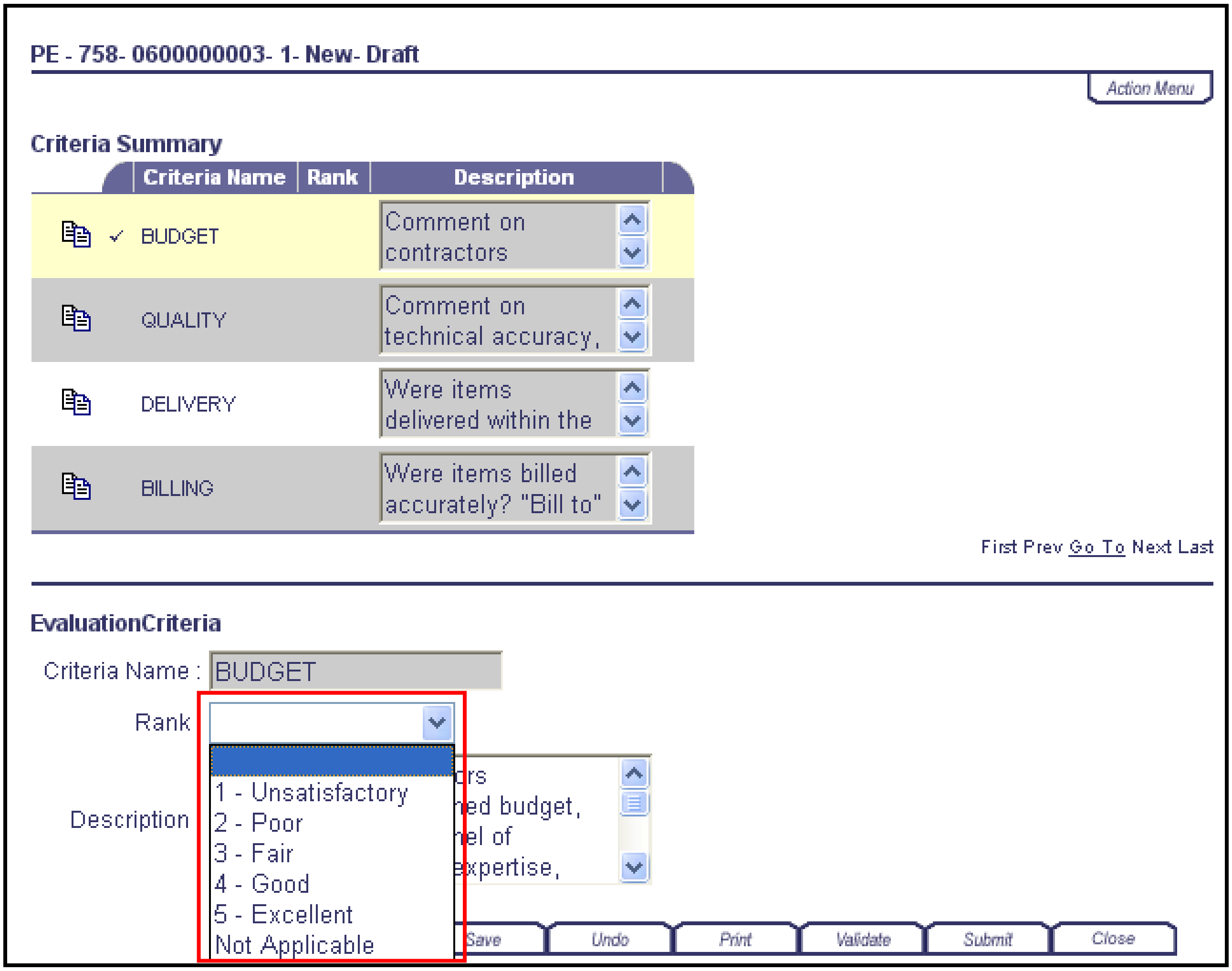
Click **Procedures** in the Secondary Navigation Panel to transition to the Document Procedures page.

Document when all mandatory Procedures were completed by entering the date on which they were completed. Procedures are recommended tasks that be performed as part of the performance evaluation process.



- The **Completion Date** is the date on which the Procedure was finished, in this case, the date the Review was completed, not the date the Delivery was completed.

Click **Criteria** in the Secondary Navigation Panel to access the Evaluation Criteria page. This page lists the Criteria that were loaded from the Vendor Performance Evaluation Template table. You must rank each of the criteria on this detail section (Unsatisfactory, Poor, Fair, Good, Excellent or Not applicable).



- The **Rank** field is used to record your opinion of the Vendors service levels. You must record a Ranking for each criterion that was loaded from the template.

Click **Notes** in the Secondary Navigation Panel. The Notes page opens to record specific comments or anecdotal information supporting your evaluation / assessment. The **Note** field can record up to 1500 characters of information per Note. Please take the time to enter details about your experience with the Vendor and your assessment of their performance against the award in question.

Click **Validate** to check for errors.

Submit the document.

How to print the PE document:

Navigate to each section of the document starting at the Header section. Open up each field of the document that you want to view on your printed document. Once you have the fields open, right click on your mouse and select **Print Page.**

NOTE: Approvals are not required for Performance Evaluation (**PE**) documents. They will submit to Final.

Exercise 5 – Record a Vendor's Performance (PE)

Scenario

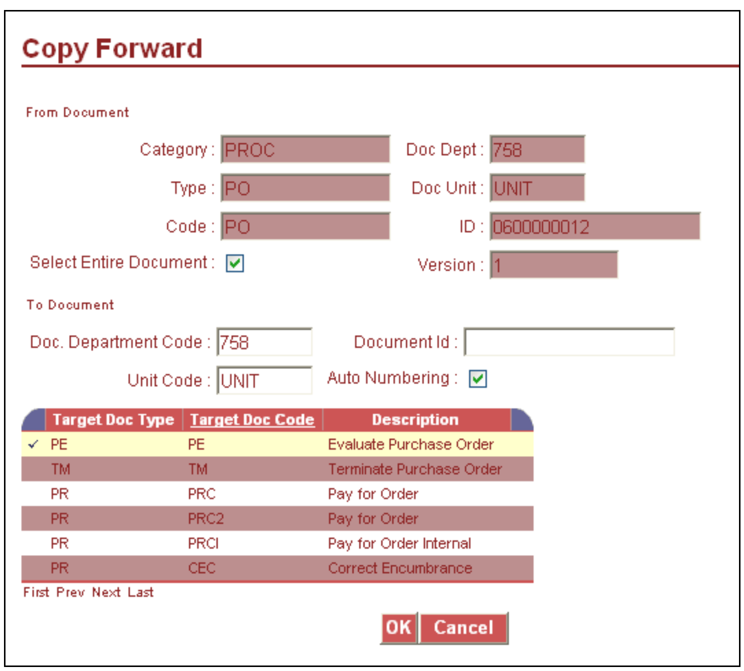
You have contracted with a Vendor, under your Department's small purchase authority, to archive old files in a secure off-site location. Unfortunately, the Vendor's team shows up late and when they do show up they are observed leaving secret files in a public place.

Task Overview

As the agency buyer you will set-up an evaluator on the Evaluator Table. You will **Copy Forward** from the **PO**/**PO2** to the **Performance Evaluator** (**PE**) document. You will complete the **Document Procedures**, respond to the defaulted **Evaluation Criteria**, and record any **Notes**.

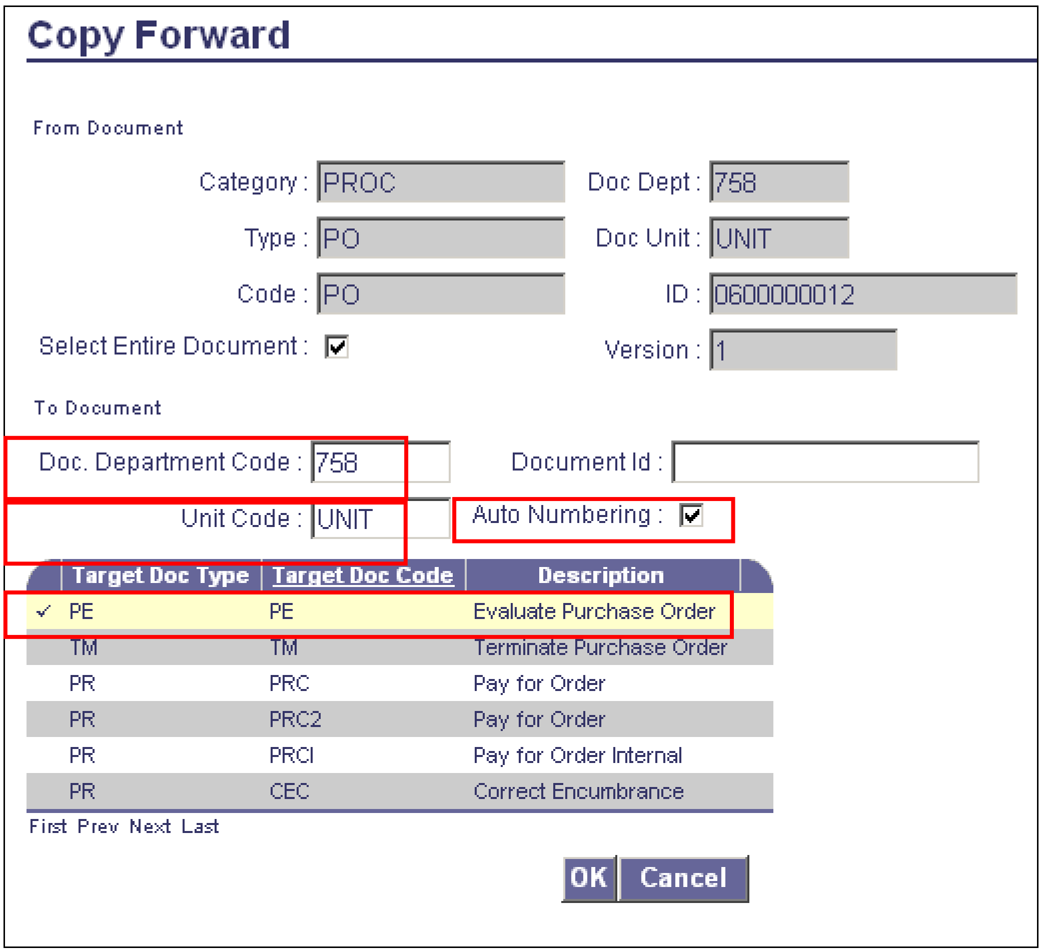
Procedures

1. Click **Home** in the Primary Navigation Panel,
2. Click the **Search** Link in the Secondary Navigation Panel.
3. Click the **Document Catalog** Link.
4. In the **Code** field type **"PO".**
5. In the **Dept** field type **"758".**
6. In the **Unit** field type **"UNIT".**
7. In the **ID** field type "**0600000012**", Click **Browse.**
8. Open the award by clicking on the document number in the results grid, and click **Copy Forward.** The **Copy Forward** page opens.



9. Complete the following information:

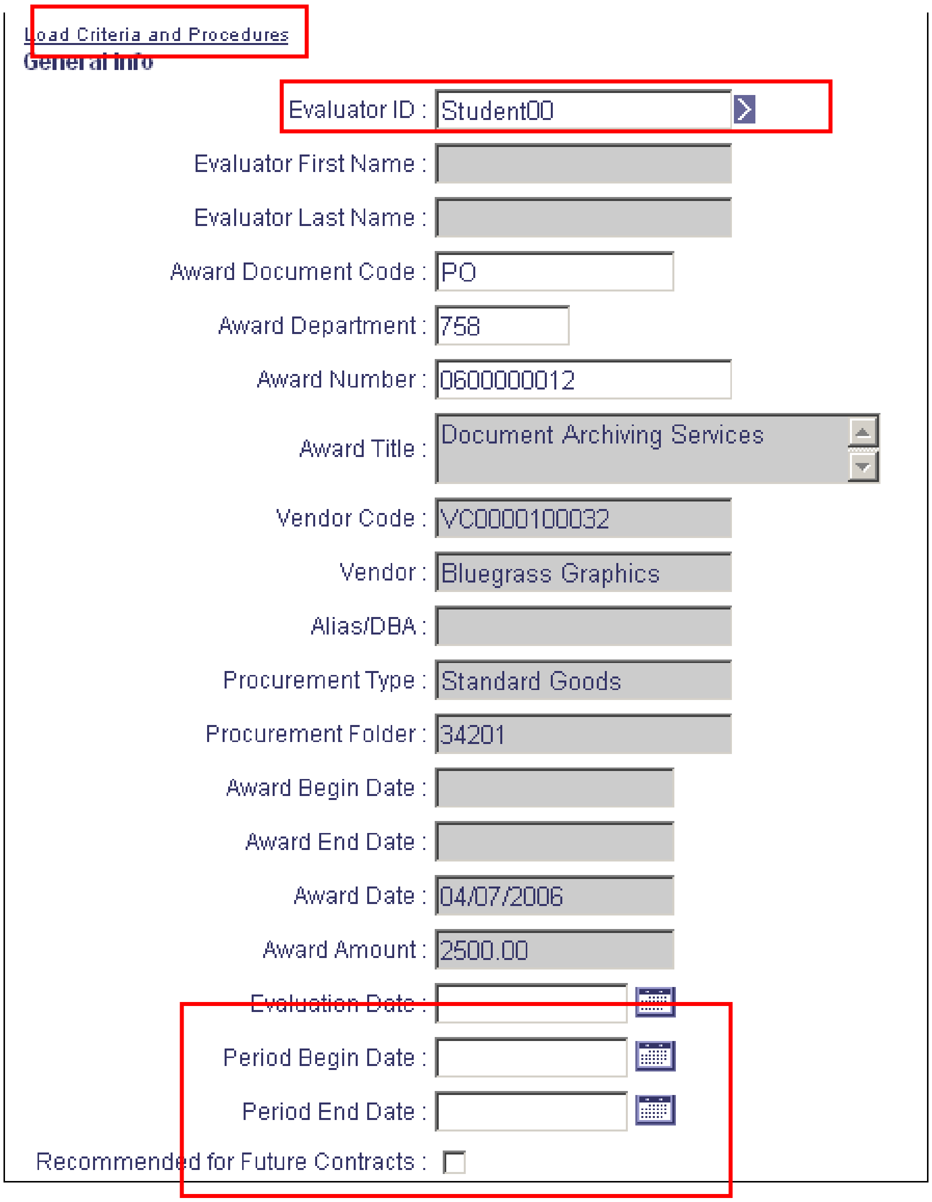
Required Fields	Values
Doc. Department Code	See Student Card
Unit Code	UNIT
Auto Numbering	Select the check box.
Target Doc Type	Check PE



10. Click **OK**. The **PE** document opens.

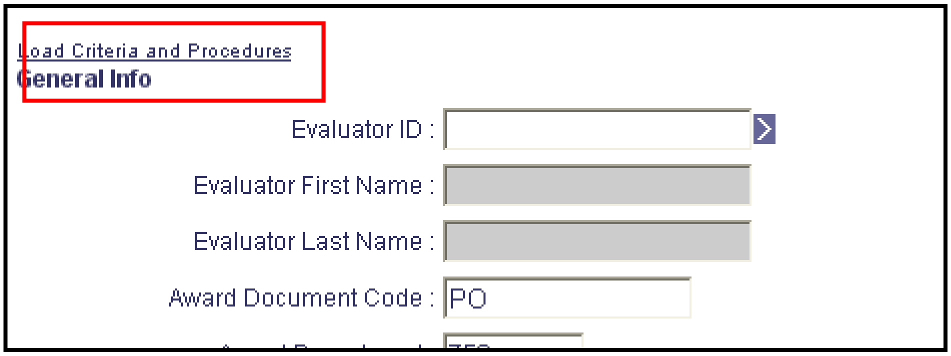
11. Complete the **General Info** section of the **PE**. This section is used to establish which eMARS user is performing the evaluation as well as the time period being assessed. Note that all the information from the award has automatically populated the **PE** document.

NOTE: It is the responsibility of the Buyer who established the award to set-up who will be performing the evaluation by making an entry on the **Vendor Performance Evaluator** (**PEEVALR**) table at the time the Award is submitted.

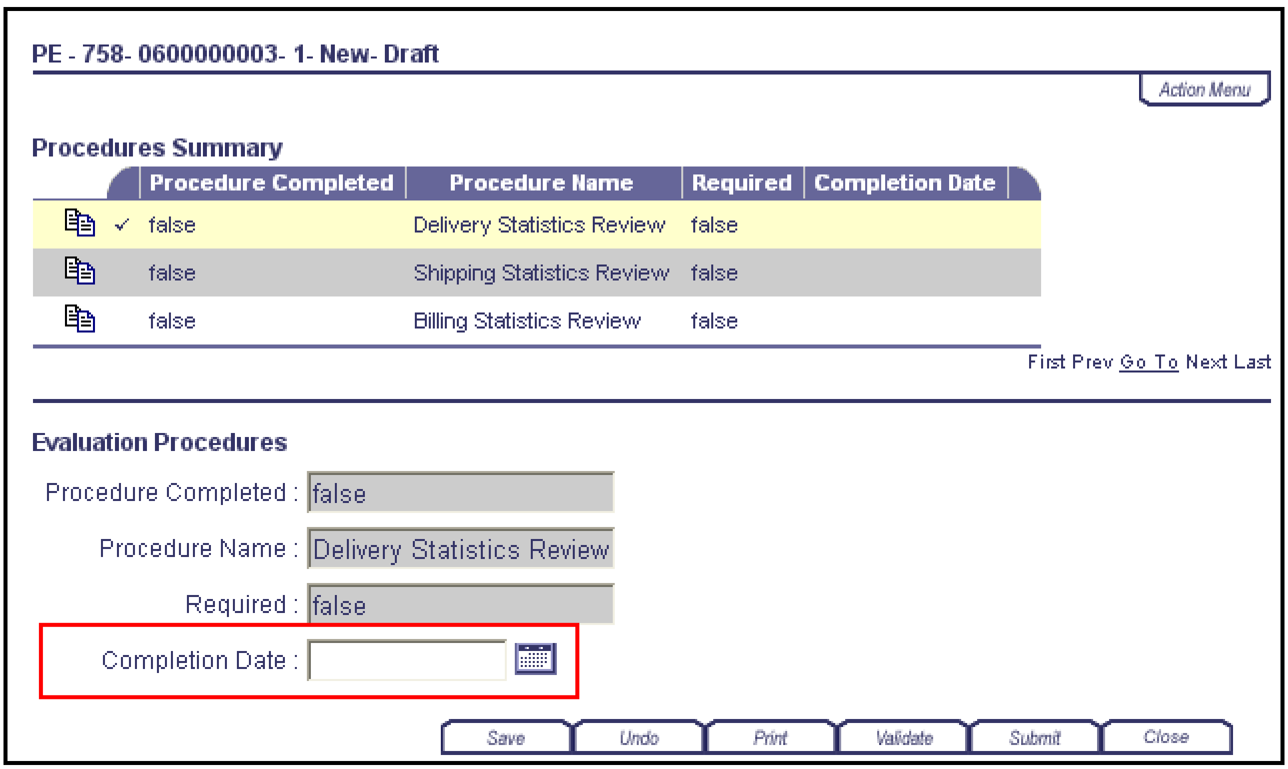


Required Fields	Values
Evaluator ID	**Type in your User ID- or find your ID from the Evaluator ID pick list.**
Evaluation Date	**Enter Today's date.** This is the date the evaluation is being completed.
Period Begin Date	**Enter Yesterday's date.**
Period End Date	**Enter Yesterday's date.**

12. Click **Load Criteria and Procedures** link at the top of the page to load the standardized Evaluation Criteria and the **PE.**



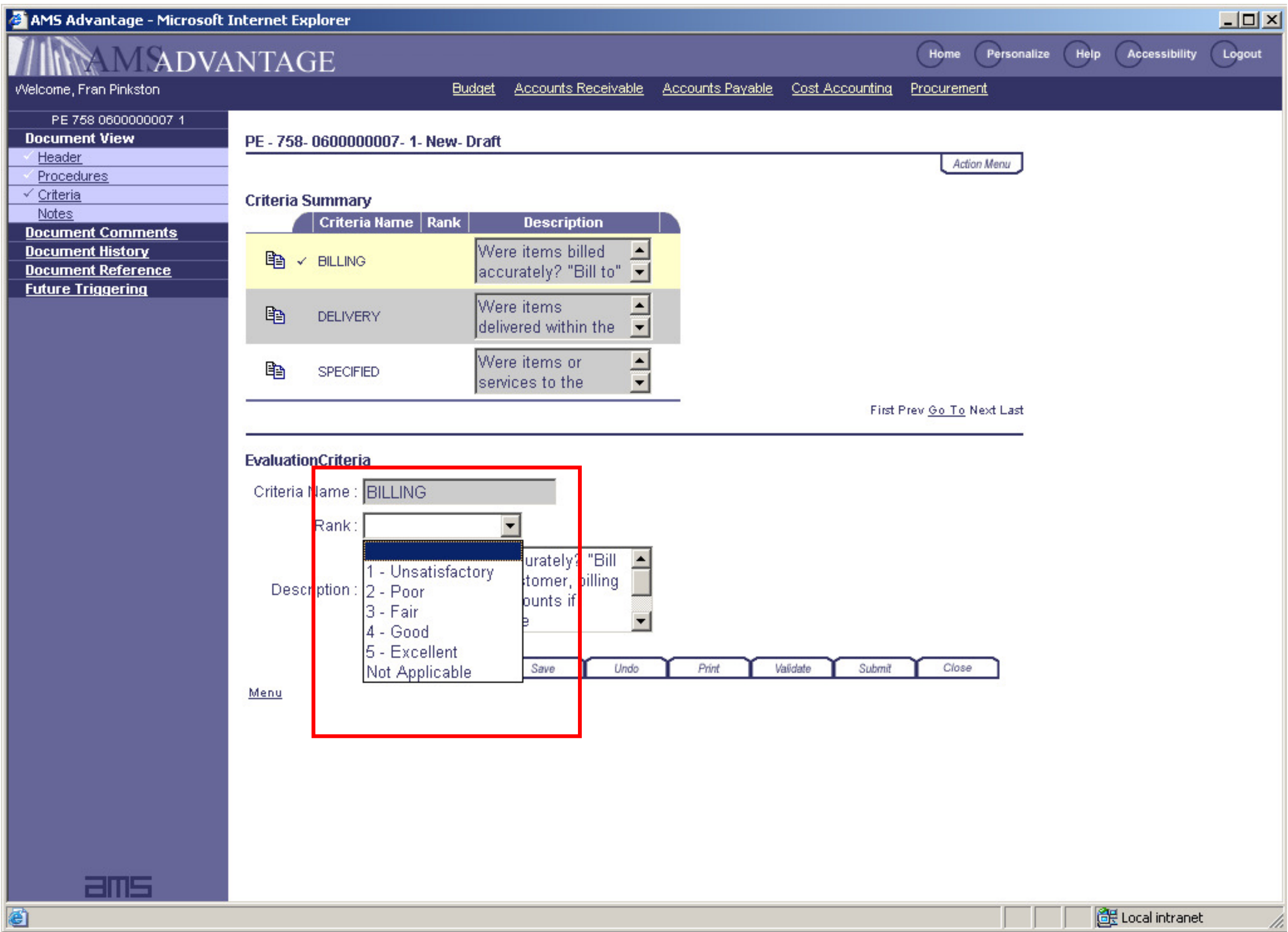
13. Click **Procedures** in the Secondary Navigation Panel to transition to the Document Procedures page.
14. Record when each Required procedures was completed by entering the date on which it was completed. Procedures are recommended tasks that be performed as part of the Performance Evaluation process. They can be performed even if not required. **Click on each Procedure line to record the date.**



Required Fields	Values
Completion Date	**Enter Today's date.**

15. Click **Criteria** in the Secondary Navigation Panel to access the **Evaluation Criteria** page. This page lists the Criteria that were loaded from the Vendor Performance Evaluation Template table.

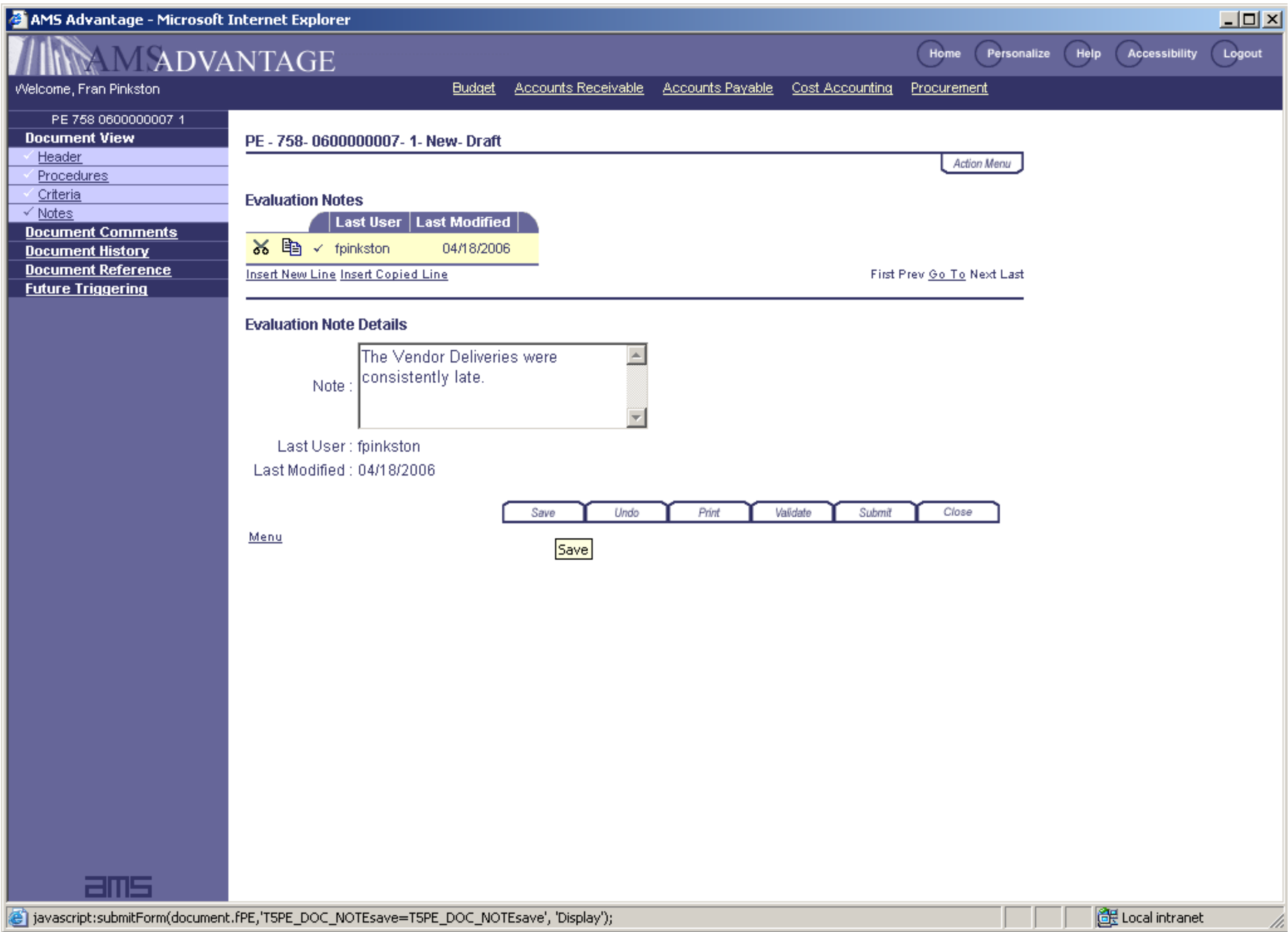
You must rank each of the **Criteria** on this detail section (Unsatisfactory, Poor, Fair, Good, Excellent or Not applicable).



Required Fields	Values
Rank	**2 - Poor**

16. Repeat for each of the Criteria by clicking on the **Criteria** line from the Criteria Summary and selecting the ranking from the list.
17. Click **Notes** in the Secondary Navigation Panel. The Notes page opens where you may record specific comments or anecdotal information supporting your evaluation / assessment.
18. Click **Insert New Line.**

Required Fields	Values
Note	The Vendor deliveries were consistently late.



19. Click **Validate** to check for errors.
20. **Submit** the Document.

9 – Vendor Creation and Modification (VCC / VCM)

In order to request a new Vendor be added to Commonwealth's Vendor file, departments will process a **Vendor/Customer Creation** (**VCC**) document. To request a change to an existing Vendor a **Vendor Customer Modification** (**VCM**) document must be processed.

The **Vendor/Customer Creation** document allows you to add new records to the Vendor/Customer table and the 1099 Reporting Information table. This document will be sent through workflow no agency approval required. Before Vendors are activated they must be approved by the Office of the Controller.

The **Vendor/Customer Creation** (**VCC**) document cannot be modified or cancelled once it has been submitted to Final. A **Vendor/Customer Modification** (**VCM**) document must be created to reverse the effects of the original document. The **VCC** document can not reference any other document in eMARS and it can not be referenced by any other document in eMARS.

A **Vendor/Customer Modification** (**VCM**) document is used to modify or add to an existing Vendor or customer record. This document is used to update Vendor Customer table information, Customer Account Options table information, and 1099 Reporting Information table information. No agency approvals are required. This document will be sent through workflow. Before changes on the **VCM** are accepted and applied to the Vendor file they must be approved by the Office of the Controller.

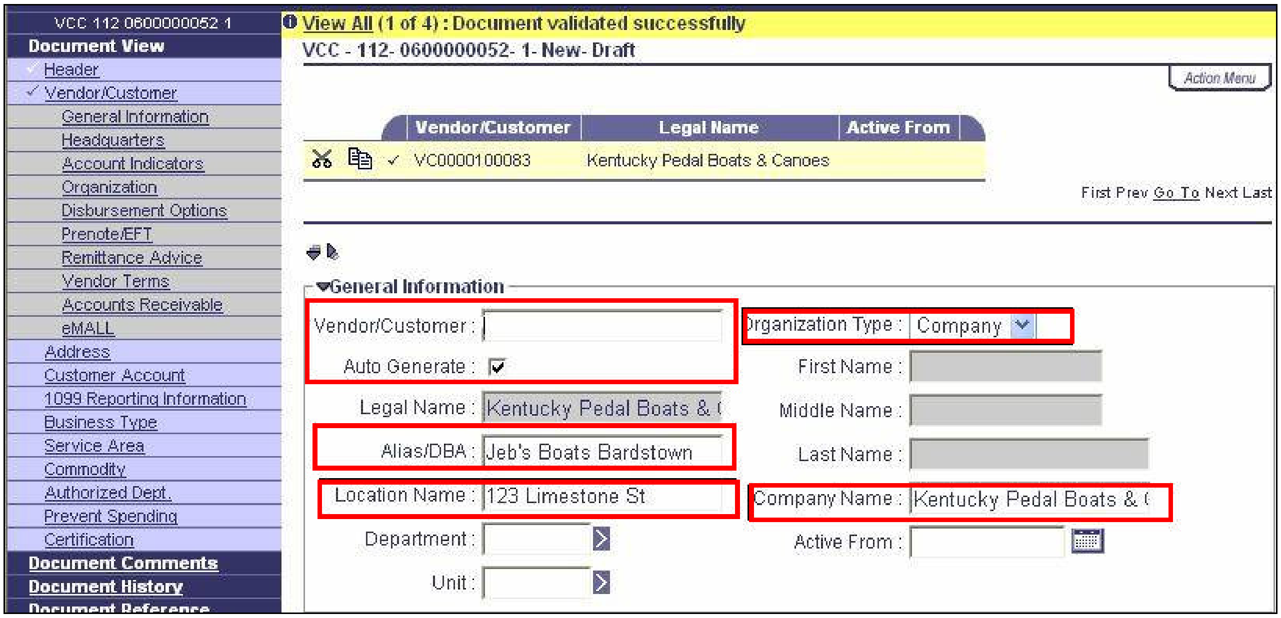
To create a **VCC** document to add a new Vendor you must complete the following steps:

Access your **<u>Procurement</u>** or **<u>Accounts Payable</u> Workspaces** and click **<u>Vendor Maintenance</u>**, select **<u>Vendor Documents</u>** and click **<u>Vendor/Customer Creation (VCC)</u>**.

The Document Catalog opens with the **VCC** document code pre-populated. Switch into create mode by clicking **<u>Create</u>**. Complete the **Document Department**, **Document Unit** and select the **Auto Numbering** check-box. Click **<u>Create</u>**. A new **VCC** document opens to the **Header** General Information section.

Complete the **Header**. The **Header** section contains information about the **VCC** document itself and not the Vendor being created. The **Record Date** will default to the date the document was submitted. Complete a meaningful **Document Description** (e.g. use Vendor Name), as the value in this field can be used to locate this document from the **Life Cycle Document Search Inquiry** (**LFDOCSCH**).

Complete the **General Information** section of the Vendor/Customer section.



- **Vendor/Customer Code.** Vendor Codes in eMARS are auto-generated in the system to protect the security and confidentiality of Tax Identification Numbers. Select **the Auto-Generate** check-box to have eMARS generate the next sequential Vendor Code. Do **not** put any data in the Vendor/Customer code field itself.

- **Alias/DBA** - The alternate name, alias or operating name (doing business as (DBA) used to identify the account. If populated, this field will print on checks paid to this vendor. This field is used through-out the system as a search parameter on Vendor related inquiries and Pick Lists. This field may be sixty (60) characters long. (Optional)

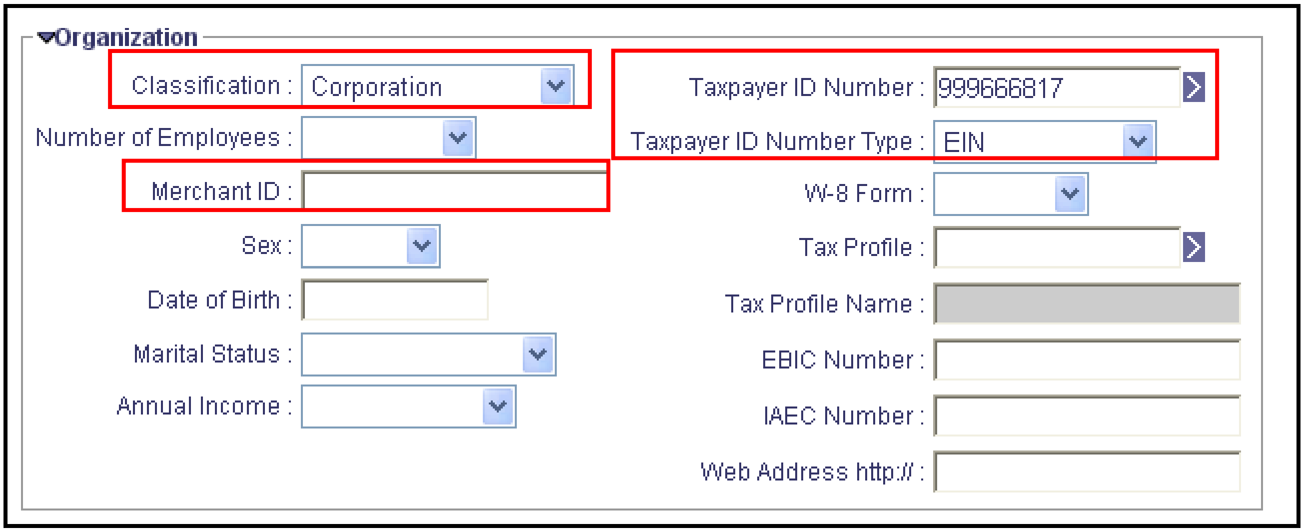
- **Location Name -** Please enter the street address of the company. This field is used to identify the company location.

- **Organization Type** (Required). Please select either Individual or Company depending on the status of the Vendor being registered. The **Organization Type** field is used to determine how the Vendor's Legal Name will be constructed. If this field is **Individual**, then the **First** and **Last** Name fields will be required. If this field is **Company**, the **Company Name** field will be required.

- The **First Name (14), Middle Name (14), and Last Name (30)** fields are used by eMARS to construct the Vendor's Legal Name. The **First Name** and **Last Name** are required if the **Organization Type** is "Individual".

- The **Company Name** field is used to construct the Vendor's legal name if the **Organization Type** is "Company".

Click **Organization** in the Secondary Navigation Panel. Complete the **Organization** section.



- The **Classification** field provides additional information about the type of organization being registered. The following rules apply to the Classification field:

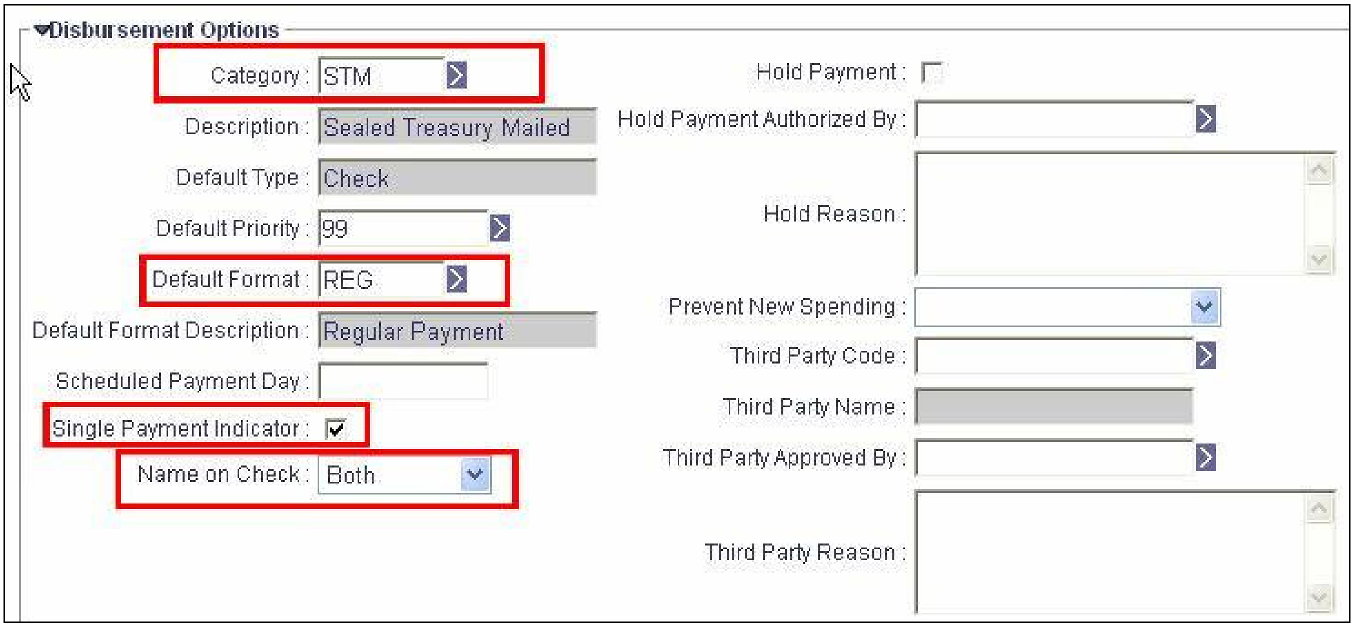
Organization Type Field	Allowable Classifications
Individual	Individual, Sole Proprietorship, or Nonresident Alien.
Company	Partnership, Corporation, Trust, Foreign, State Government, Other Government

- The Taxpayer ID Number field allows you to associate a **TIN** code with this new Vendor record. The Pick List allows you to search for an existing **TIN** or verify that the **TIN** does not exist in the system already. If the **TIN** does not exist, type the value into this field and access the 1099 record on the 1099 Reporting Information panel to complete the 1099 information.

- The **Taxpayer ID Number Type** field is used to identify the type of **TIN** (e.g. SSN or EIN).

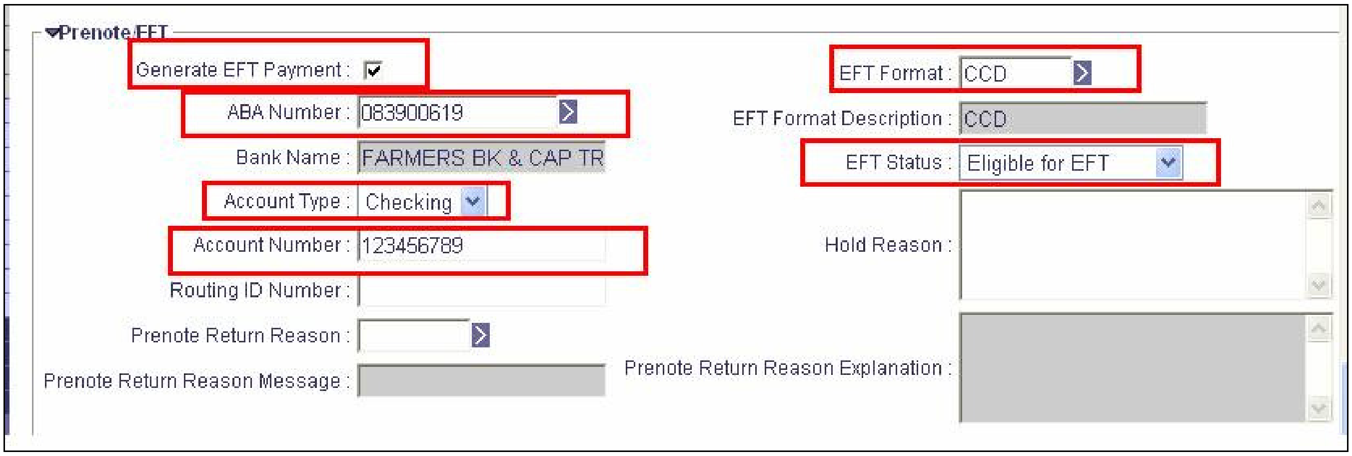
- The **Merchant ID** field is used to record the Vendor's Procurement Card Merchant ID. If it is known then please provide this information (Optional).

Click **Disbursement Options** in the Secondary Navigation Panel. This section is used to set-up which disbursement options will default to Payment documents where the information may be over-ridden. Complete the **Disbursement Options** section.



- Select STM: **Sealed Treasury Mailed** in the **Category** field.
- Select REG in the **Default Format** field blank.
- Select the **Single Payment Indicator** check-box.
- From the Name on the Check drop down, select Both**,** (e.g. Alias/DBA and Legal Name).

- Complete the **Prenote**/**EFT** section **(OPTIONAL).** The **Prenote**/**EFT** section is used to establish the information required to send Electronic payments to Vendors. The **EFT Status** field indicates the Vendor's current eligibility to receive **EFT** payments. Selecting the **Generate EFT Payment** check box indicates that this Vendor will receive payments via **EFT**.



- The **ABA Number** is the unique number assigned to identify the bank. All applicable ABA numbers have been loaded into eMARS. You may type the value into the ABA Number field or search for the value by clicking on the arrow button to open the ABA pick list.

- The **Account Type** field should always be **Checking**.

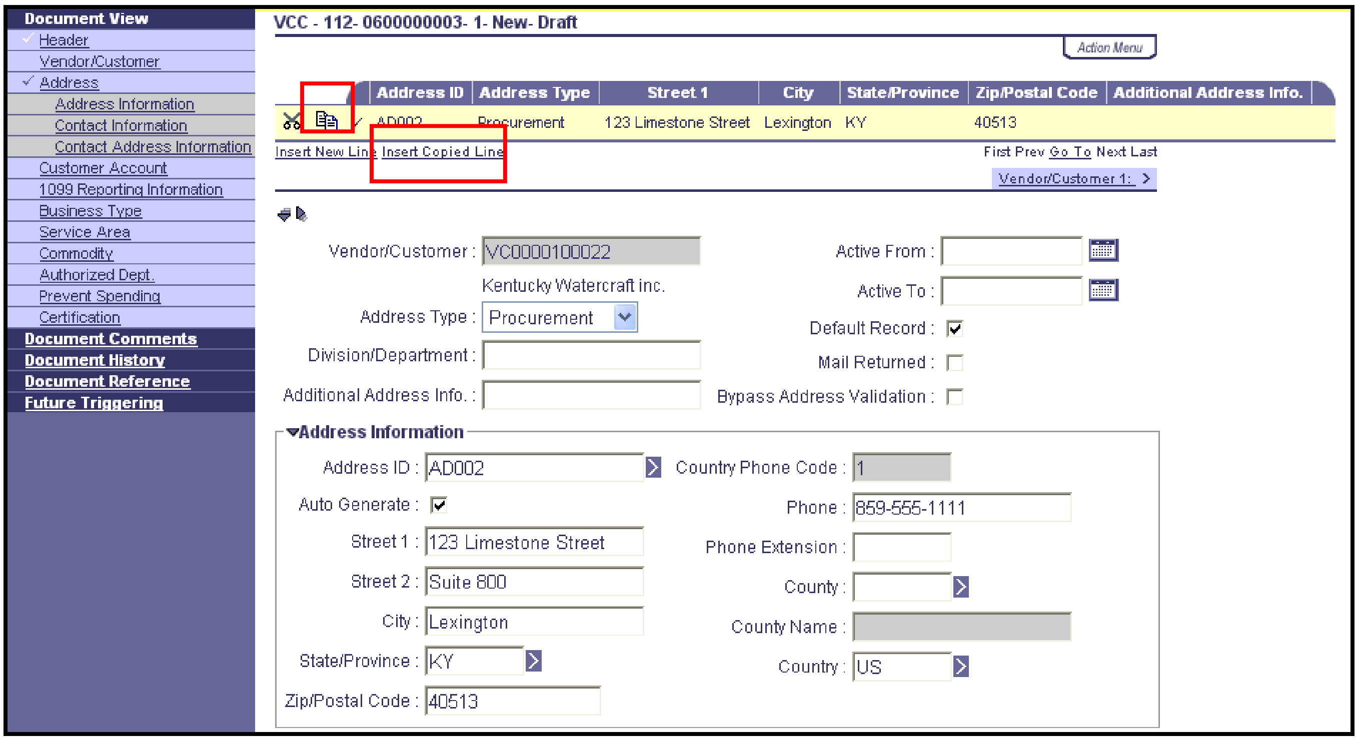
- The **Account Number** is the number of the bank account to be used for EFT payments. Do not put any dashes in this field.

- The **EFT Status** should be set to "**EFT Eligible**" for all new Vendors.

Click **Address** from the Secondary Navigation Panel. This page allows you to enter the current Contact and Address Information for use by the automated processing functions of eMARS for a Vendor/Customer. There are three main Address Types (Procurement, Payment, and Billing). The Procurement and Payment address may only be used on documents in their respective business area. Create the Vendor **Addresses**. All Vendors must be set up with a Payment and Procurement Address. All Customers must have a Billing Address.

In order to facilitate the creation of the multiple required Address types, once you have created one Address you may **Copy** and **Paste** that record and only change the necessary information. To **copy** and **paste** and Address first click on the "**Copy Line**" Icon next to the line you wish to copy. Secondly click on the **Insert Copied Line** link. At a minimum you will have to change the Address Type field.

NOTE: By providing an email address for Payment Address Type, the Vendor will be notified prior to payments posting to their bank account.



- **Address Type**: Each address record must have an Address Type.
- Always check the **Default Record** check-box.
- Select the **Auto Generate** check-box so that eMARS will assign the **Address ID** when the address record is saved.

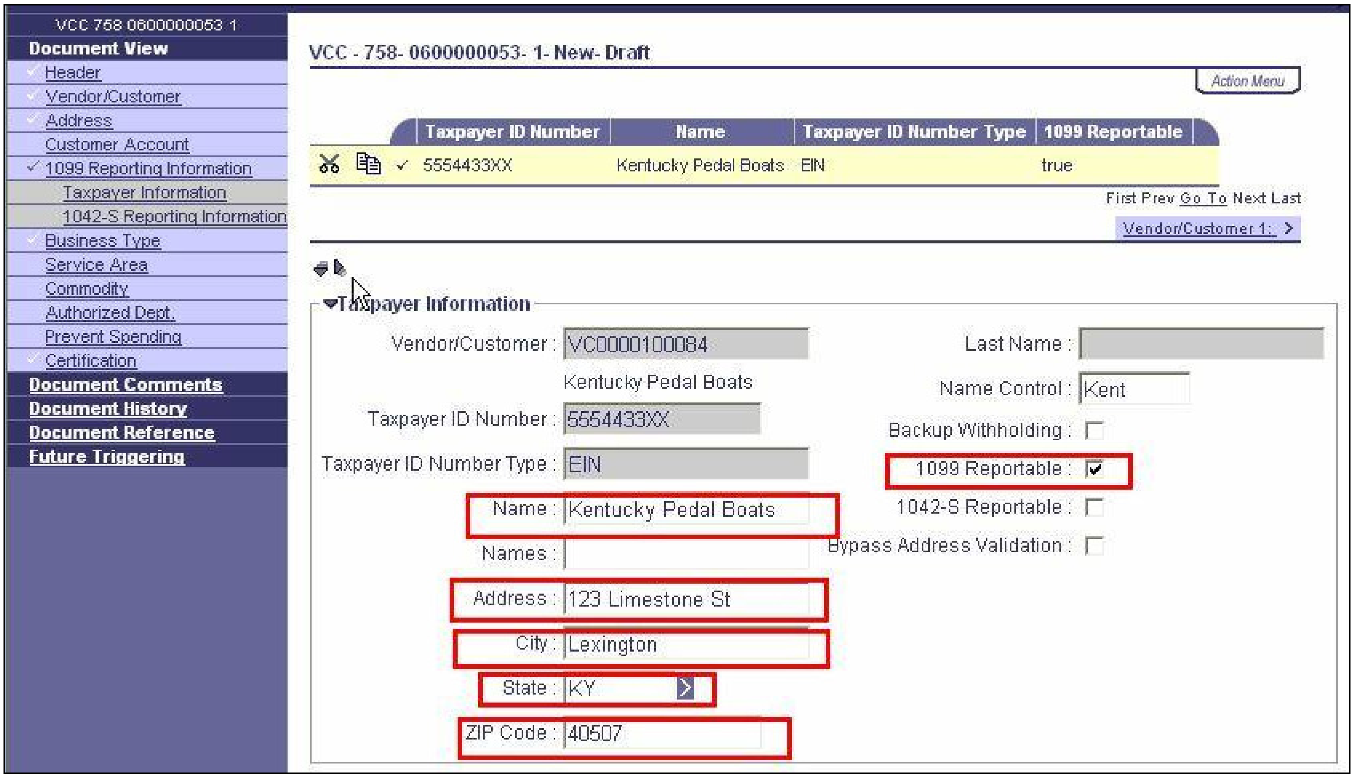
Complete the **Contact Information** and the **Contact Address Information.**

The **Principal Contact** field is used to store the name of the person to whom questions and inquiries should be directed. Automatic e-mails sent to the Vendor by eMARS will be addressed to this person. Select **Auto Generate** to have eMARS supply a **Principal Contact ID** number to associate with the Contact being entered.

Set the **Correspondence Type** to **Email** and provide a valid e-mail address for this contact. This e-mail address is used to send out automatic bidding notifications and other correspondence to the Vendor.

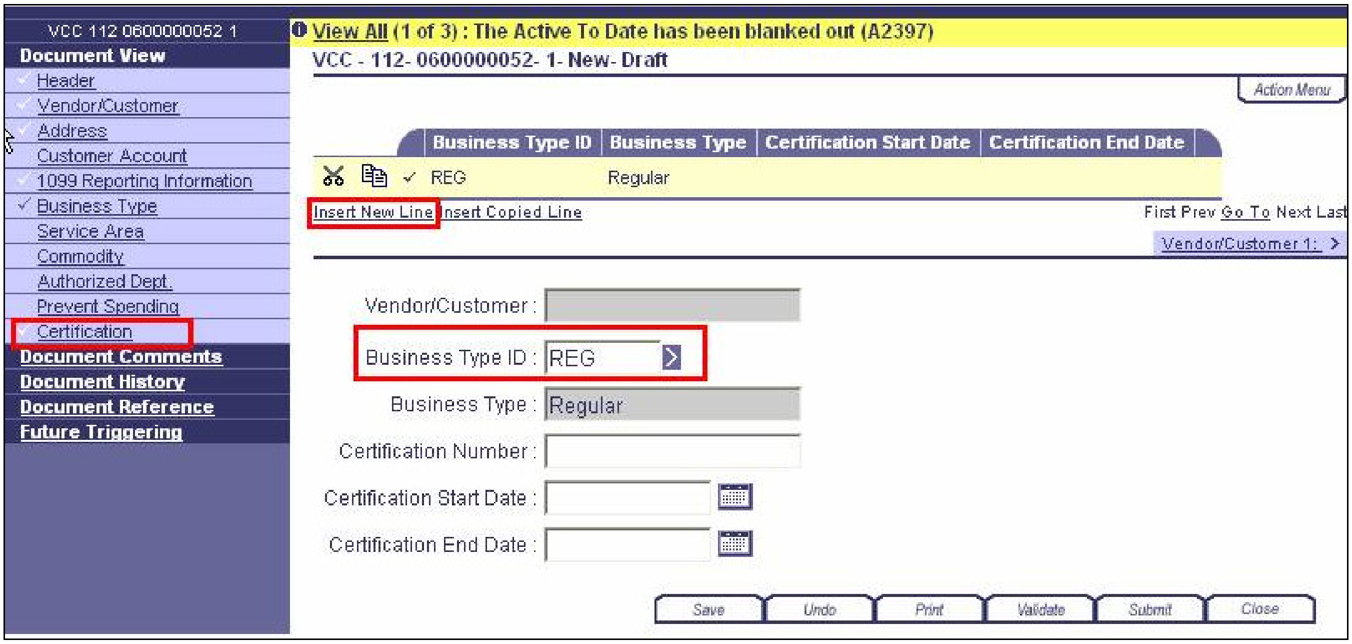
- **Email:** If the Correspondence type is set to "Email" then this field is required. The e-mail address you provide must be in valid e-mail format: (e.g. personname@domain.com)
- **Phone:** Provide a phone number for the Principal Contact.
- **Phone Extension:** If the phone number is not a direct line please provide their extension.
- **Contract Address Information:** Only complete this section if the Contact's address information is **different** from the Address information provided above.

Complete the **1099 Reporting Information** panel. This panel will be pre-populated with the TIN entered in the Vendor/Customer organization panel. It is the user's responsibility to complete the remaining required fields.



- **Address** – The street address associated with the company.
- **City** - The city associated with the address of the Taxpayer Identification Number (**TIN**) used for 1099 reporting purposes.
- **State** - The State associated with the address of the Taxpayer Identification Number (**TIN**) used for 1099 reporting purposes.
- **Zip Code** – The Zip Code associated with the company.
- **1099 Reportable** - The associated code has been defined as 1099 reportable. All related transactions qualify to be reported to the IRS during the 1099 reporting process. Select the **check box**.

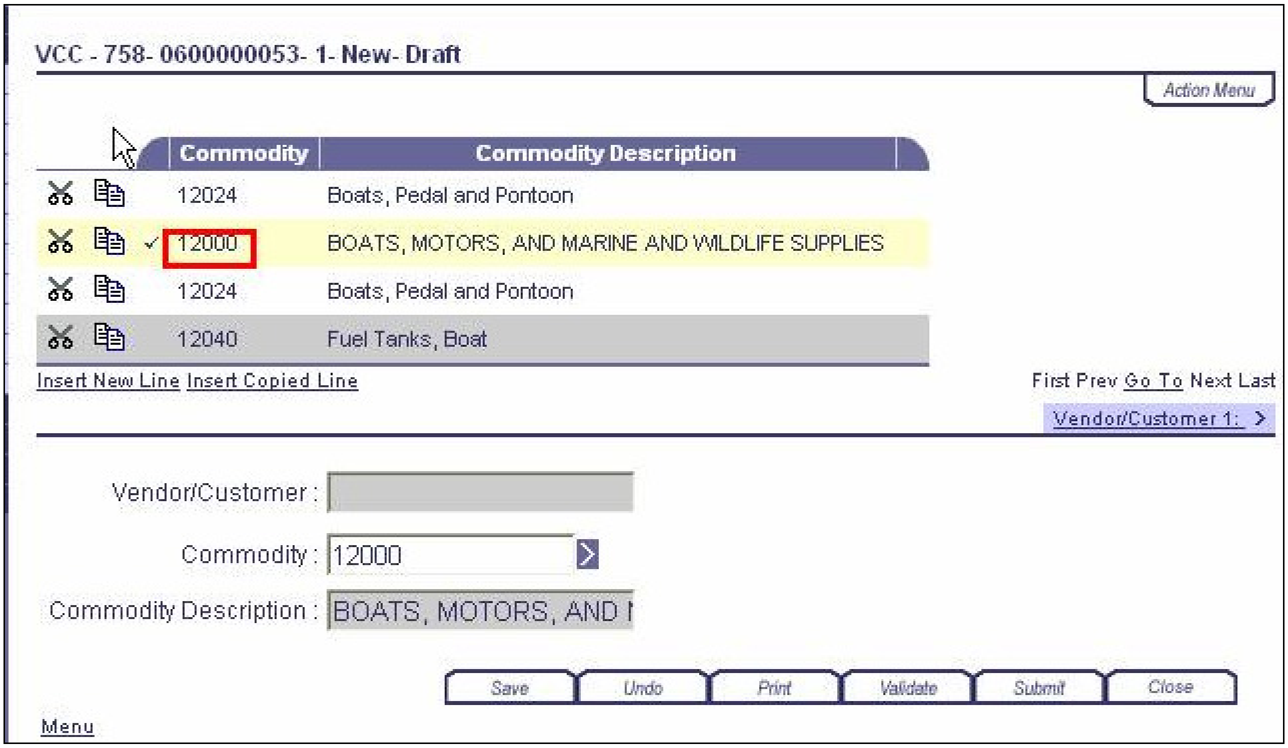
Add **Business Types** as required. Business types are used as a way to classify Vendors into categories for reporting purposes. **Vendors** can have multiple Business Types. To add a **Business Type**, Click on **<u>Insert New Line</u>** on the section to select a **Business Type ID** from the Business type pick list.

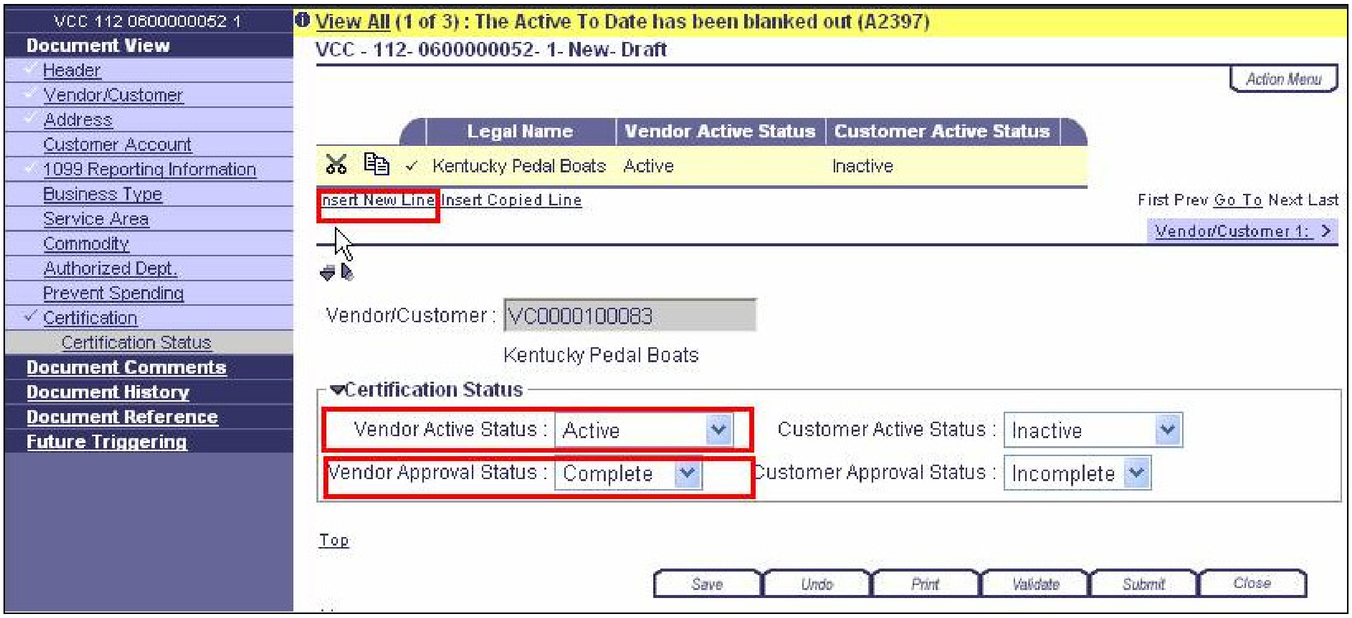


<u>Business Type Selections</u>

Regular	REG
Non-Profit	NPRO
Government	GOV

Add **Commodity registration** as required. The **Commodity** panel is used to list those types of products and services that the Vendor can provide to the Commonwealth. This information is used by EMARS to send out e-mail notifications of business opportunities. To add a Commodity, insert a record on the section and pick a Commodity Code from the **Commodity** pick list.





In order to process documents using a Vendor Customer Number the status of the record must be Active and Complete.

Complete the **Certification** section of the document and **Insert New Line**. If you are creating a Vendor, you will need to indicate a **Vendor Active Status** as **Active** and the **Vendor Approval Status** as **Complete**. If you are creating a Customer account then you will need to change the **Customer Status** fields accordingly.

Click **Validate** to check for errors.

Click **Submit.** The document will be sent to the SAS Vendor Work list for further processing and approval.

Exercise 6 – Create a New Vendor Record (VCC)

Scenario

You have received a great price quotation from a Vendor and you would like to award them a Purchase Order. This Vendor has not registered to do business with the Commonwealth yet, so you must process a **VCC** document to capture all their information.

Task Overview

You will create a **Vendor Customer Creation** document (**VCC**) and complete all the required sections: Organization; Procurement and Payment addresses; Contacts; Business Type, and Commodity

Procedures

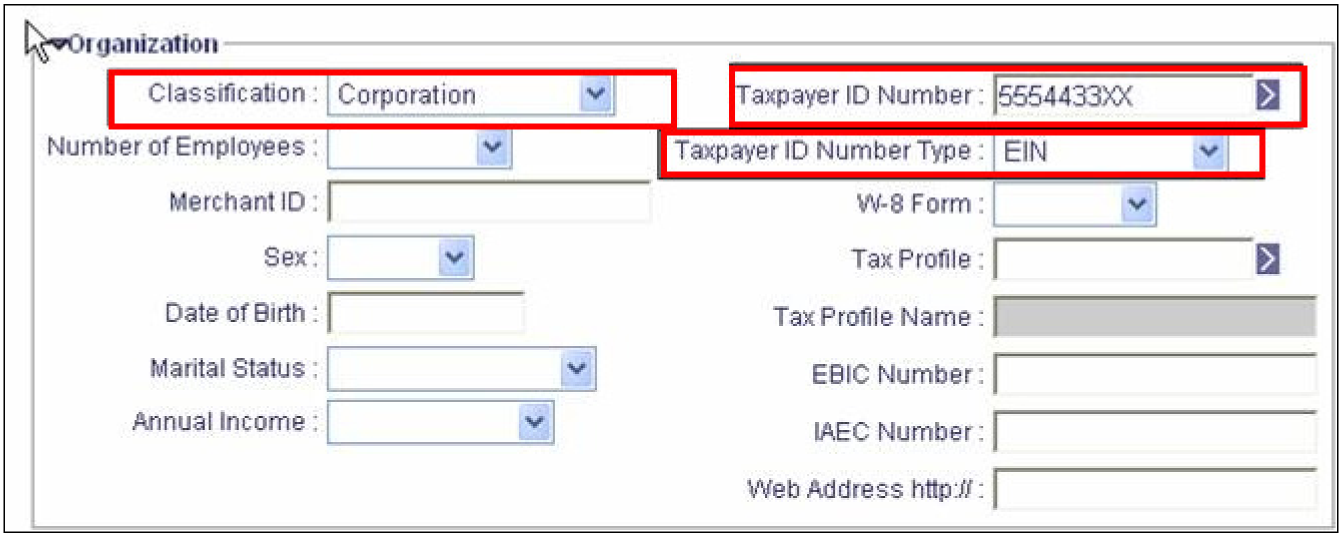
1. Access your **Procurement** or **Accounts Payable workspaces**.
2. Click **Vendor Maintenance** from the Secondary Navigation Panel.
3. Click **Vendor Documents**, and click **Vendor/Customer Creation (VCC).** The Document Catalog opens with the **VCC** document code pre-populated.
4. Click **Create**. Enter the document **Department,** and **Unit** from the Student Card. Select the **Auto Numbering** check-box.
5. Click **Create** at the bottom of the page. A new **VCC** document opens to the **Header** General Information section.

6. Select **Vendor/Customer** from the Secondary Navigation Panel and complete the General Information section.

Required Fields	Values
Vendor / Customer Code	**Leave Blank** Vendor Codes will be auto-generated in the system in order to protect the security and confidentiality of Tax Identification Numbers.
Auto-Generate	**Check the box to generate the next sequential Vendor Code.**
Alias / DBA	**Jeb's Boats Bardstown** If populated, this field will print on checks paid to this Vendor. This field is used as a search parameter on Vendor related inquiries and pick lists. This field may be sixty (60) characters long. (Optional)
Location Name	**Enter Street Address of Company** **123 Limestone St**
Organization Type	**Company** Used to determine how the Vendor's Legal Name will be constructed. Two options: Individual or Company.
First Name (14)	**Leave blank.** Used by eMARS to construct the Vendor's Legal Name. Required if Organization Type is Individual. Must be blank if Organization Type is Company.
Middle Name (14)	**Leave blank.**
Last Name (30)	**Leave blank.**
Company Name	**Kentucky Pedal Boats** Used by eMARS to construct the Vendor's Legal Name. Required for Company, Blank for Individual.

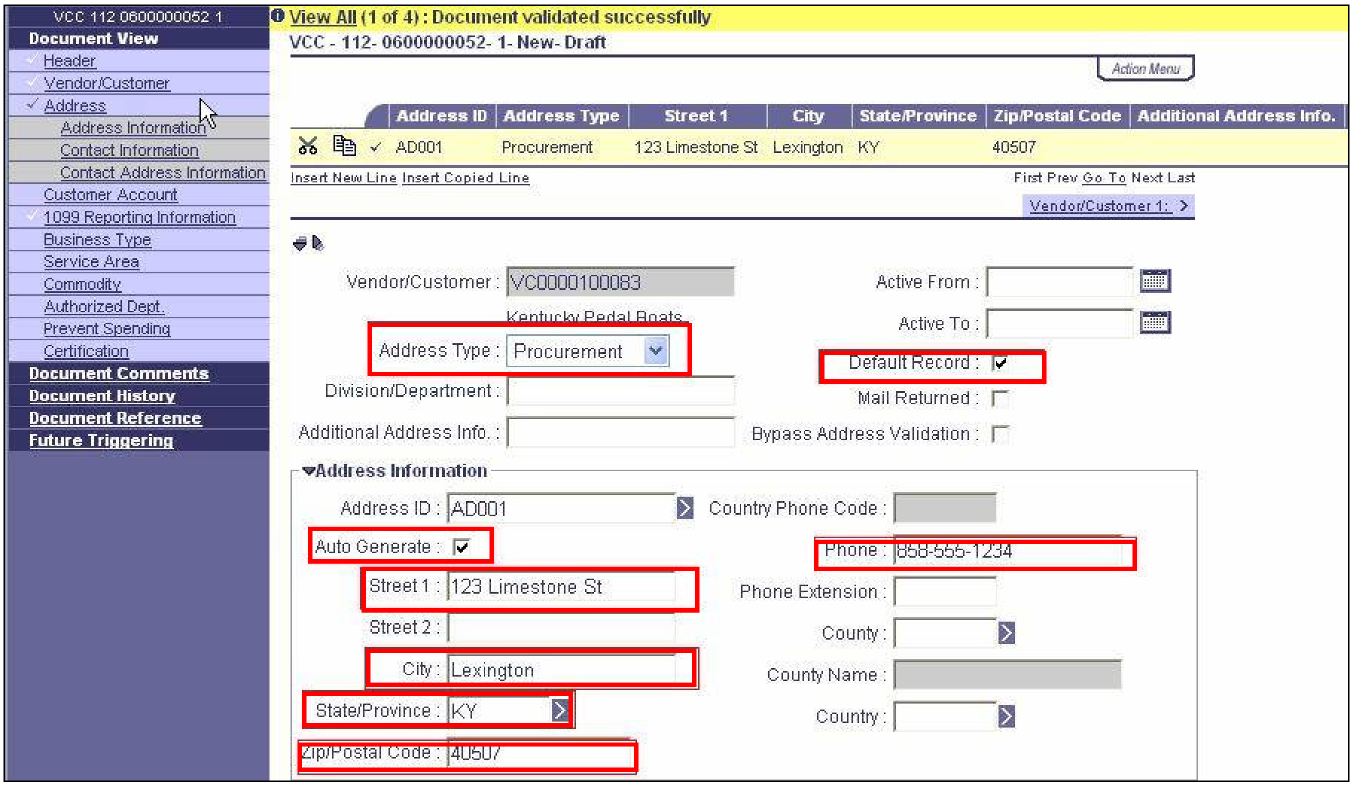
7. Click **Organization** on the Secondary Navigation Panel.

8. Complete the Organization section.



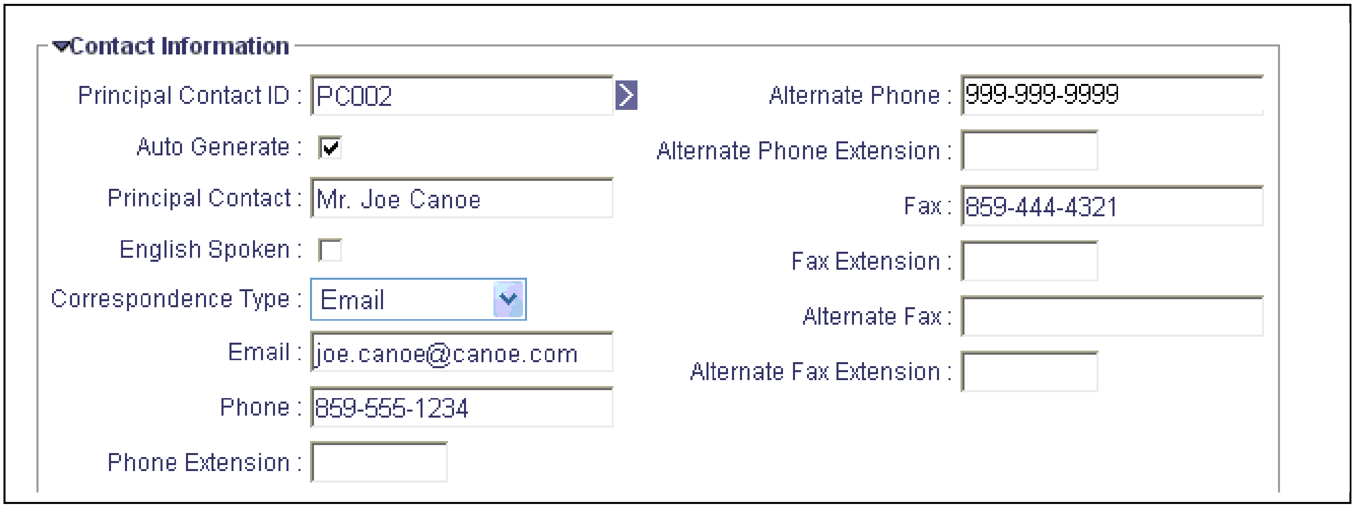
Required Fields	Values
Classification	**Corporation** Provides additional information about the type of organization being registered. Individual – used for Individual, Sole Proprietorship, or Nonresident Alien. Company – used for Partnership, Corporation, Trust, Foreign, State Government, Other Government.
Taxpayer ID Number	**5554433XX (Replace XX with your Student Number)**. Allows you to associate a **TIN** code with this new Vendor record. The Pick List allows you to search for an existing **TIN** or verify that the **TIN** does not exist in the system already. If the **TIN** does not exist, type the value into this field and access the 1099 record on the 1099 Reporting Information panel to complete the 1099 information.
Taxpayer ID Number Type	**EIN** Enter the appropriate value based on the **TIN** number selected in the **Taxpayer ID Number** field. (SSN = SSN & EIN = Employer ID #)
Merchant ID	**Leave blank.** Used to record the Vendor's Procurement Card Merchant ID. If it is know then provide the information (Optional).

9. Click **Address** on the Secondary Navigation Panel. This page allows you to enter the current Contact and Address Information for use by the automated processing functions of eMARS for a Vendor/Customer. There are three main Address Types (Procurement, Payment, and Billing). The Procurement and Payment address may only be used on documents in their respective business area.
10. Click **Insert New Line.**
11. Create the **Vendor Addresses**.



Required Fields	**Values**
Address Type	**Procurement**
Default Record	**Select the check-box.**
Auto Generate	**Select the check-box** The Address ID is assigned when the address record is saved.
Street 1	**123 Limestone St**
City	**Lexington**
State/Province	**KY**
Zip/Postal Code	**40507**
Phone	**858-555-1234**

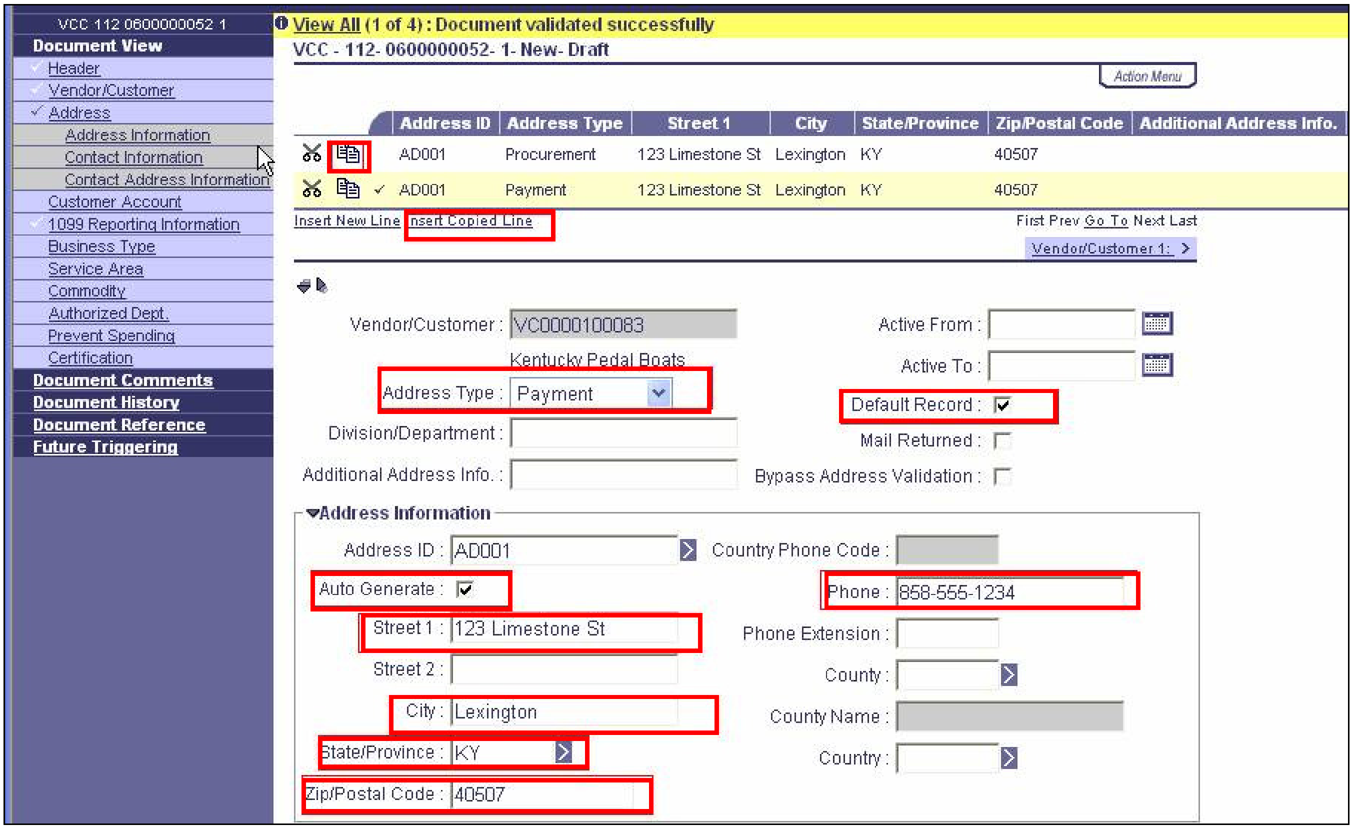
12. Complete the **Contact Information** and the **Contact Address Information**.



Required Fields	Values
Auto Generate	**Select** the check-box
Principal Contact	**Mr. Joe Canoe** Used to store the name of the person to whom questions and inquiries should be directed. Automatic e-mails sent to the Vendor by eMARS will be addressed to this person.
Correspondence Type	**Email**
Email	**joe.canoe@canoe.com** Requires Valid email format if the **Correspondence Type** is Email. Used to send automatic bidding notifications and other correspondence to the vendor. An accurate email address is required if correspondence type = email.
Phone	**859-111-1234** The phone number is required to eliminate possible errors on the Award Document.
Phone Extension	**Leave blank.**
Contact Address Information	**Leave blank.**

13. Click **Copy** Line.

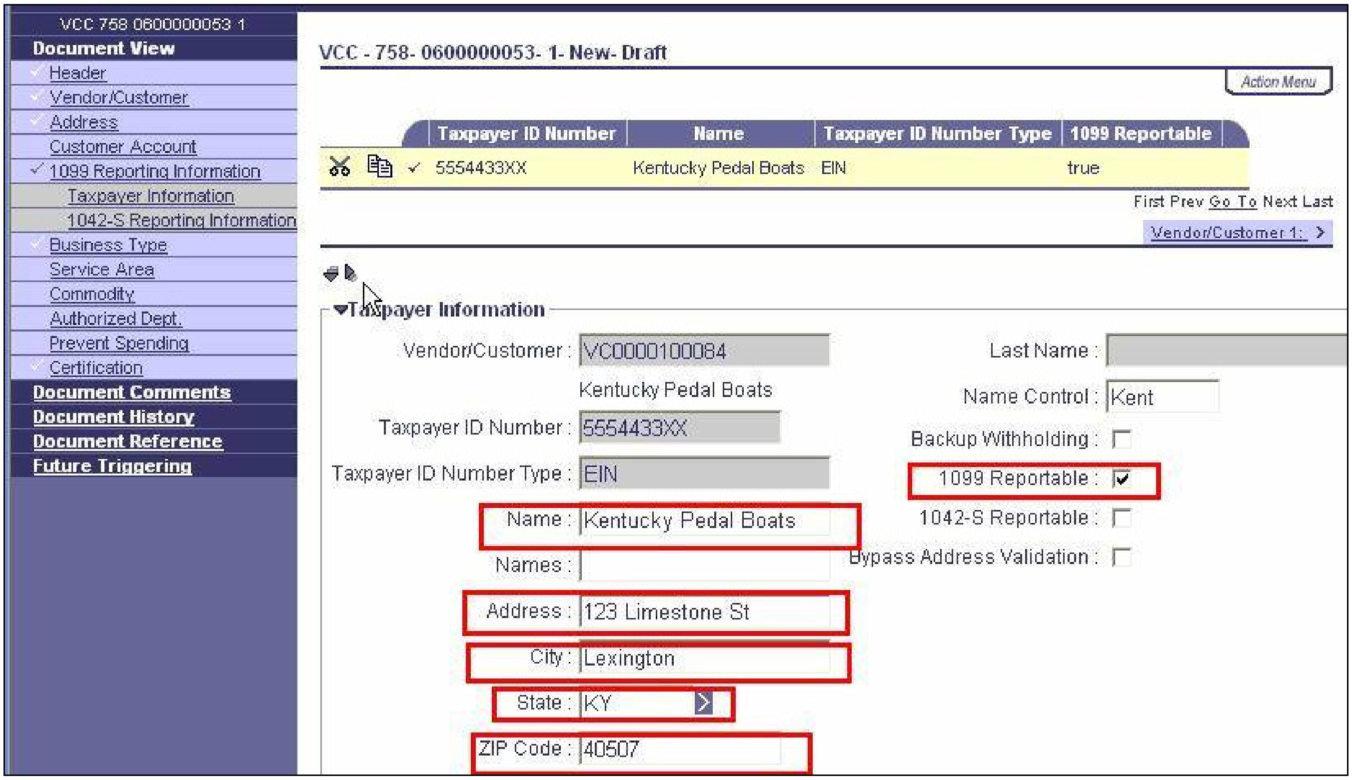
14. Click **Insert Copied Line** to create address for Payment.



Required Fields	Values
Address Type	**Payment**
Default Record	**Leave as default**
Auto Generate	**Leave as default** The Address ID is assigned when the address record is saved.
Street 1	**Leave as default**
City	**Leave as default**
State/Province	**Leave as default**
Zip/Postal Code	**Leave as default**
Phone	**Leave as default**

15. Click **<u>1099 Reporting Information</u>** on the Secondary Navigation panel. This panel will be pre-populated with the TIN entered in the Vendor/Customer organization panel. It is the user's responsibility to complete this information.

16. Complete the **1099 Reporting Information** panel.



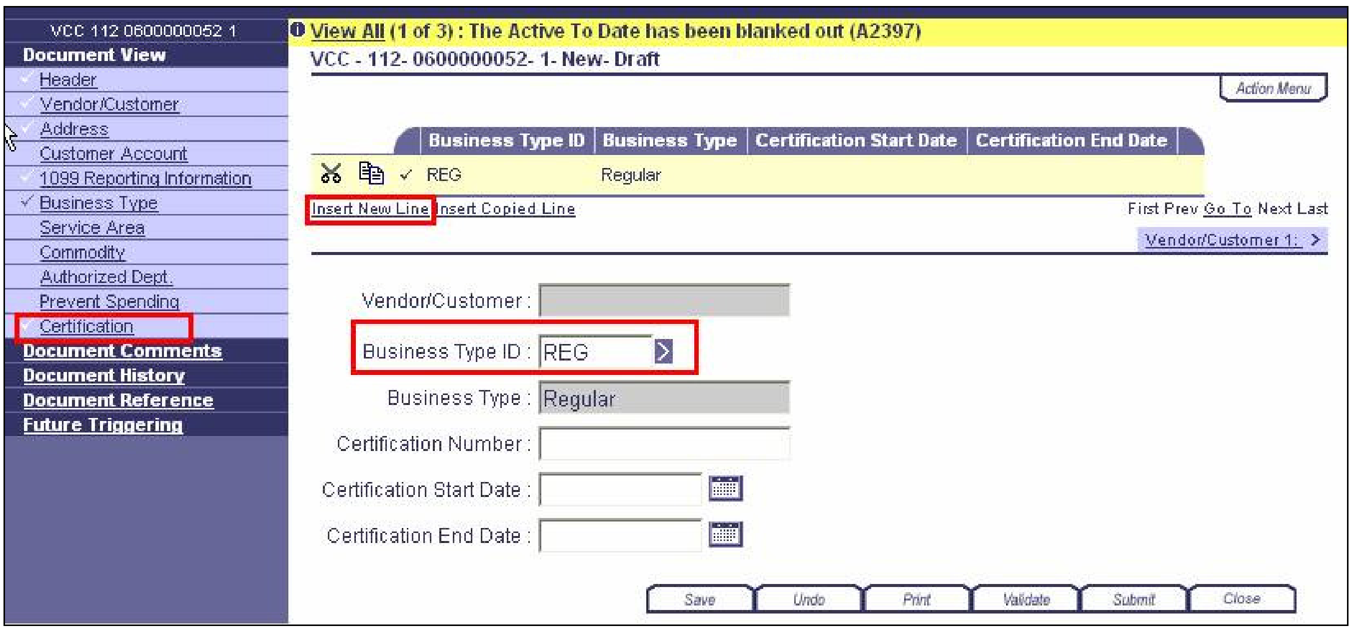
Required Fields	Values
Name	Defaults from Vendor Legal Name.
Address	123 Limestone St
City	Lexington
State	KY
Zip	40507
1099 Reportable	Select the check-box. The associated code has been defined as 1099 reportable. All related transactions qualify to be reported to the IRS during the 1099 reporting process.

17. Click **Business Type** on the Secondary Navigation Panel. Business Types are used as a way to classify Vendors into categories for reporting purposes. To add a **Business Type,** click **Insert New Line** on the section and select a **Business Type ID** from the Business Type pick list.

Business Type Selections

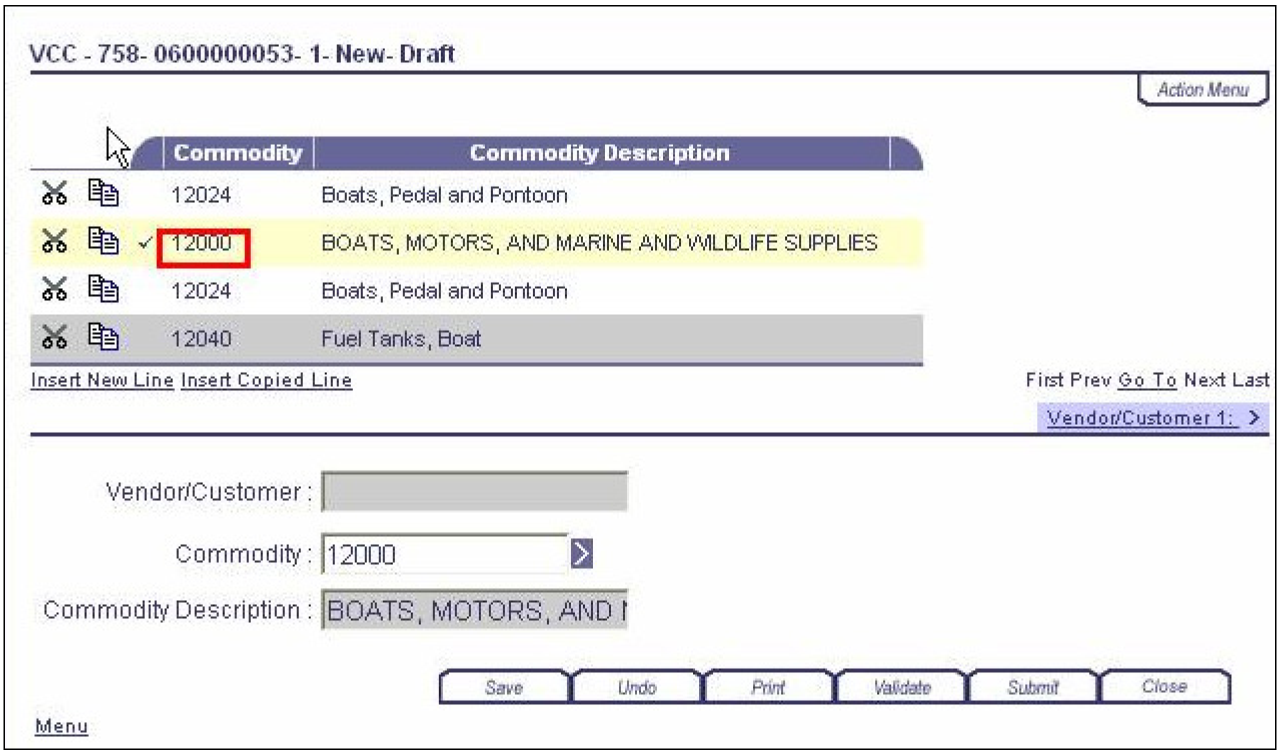
Regular REG
Non-Profit NPRO
Government GOV

18. Click **Insert New Line.** Add **Business Types** as required.



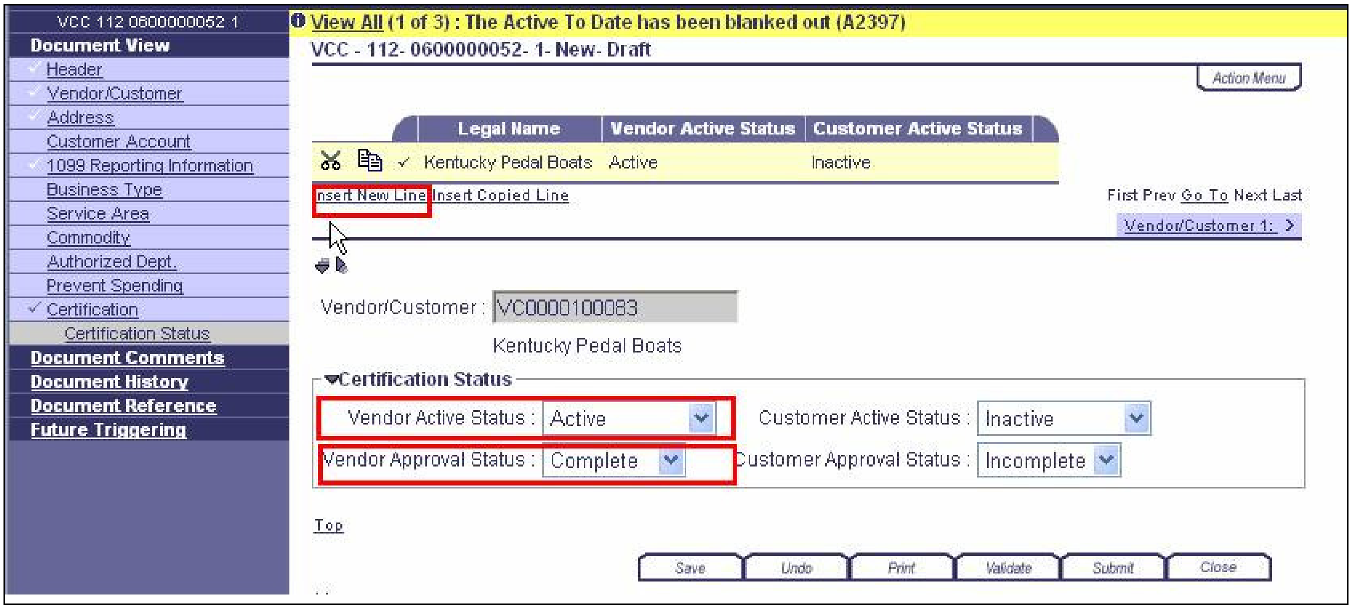
Required Fields	Values
Business Type ID	**REG**

19. Click **Commodity** on the Secondary Navigation Panel. The Commodity panel is used to list those types of products and services that the Vendor can provide to the Commonwealth. This information is used by eMARS to send out e-mail notifications of business opportunities.
20. Click **Insert New Line**. Add Commodity registration, as desired.



Required Fields	Values
Commodity	12000 – Select from the Commodity Pick List.

21. Click **Certification** on the Secondary Navigation Panel. The Certification panel is used to activate the Vendor Record.



22. Click **Insert New Line.**
23. Select **Active** in the **Vendor Active Status** field.
24. Select **Complete** in the **Vendor Approval Status** field.
25. Click **Validate** and correct any errors.
26. Click **Submit**. No agency approvals are required. The **VCC** will go automatically to the **SAS** Vendor Work list for processing.

Vendor Customer Modification

A Vendor Customer Modification (**VCM**) document is created to change or modify information on the current Vendor record. A **VCM** document is used to modify or add to an existing Vendor or Customer record. This document is used to update Vendor Customer table information, Customer Account Options table information, and 1099 Reportable Information table information. No agency approvals are required on the **VCM** and once submitted the document will be sent through workflow.

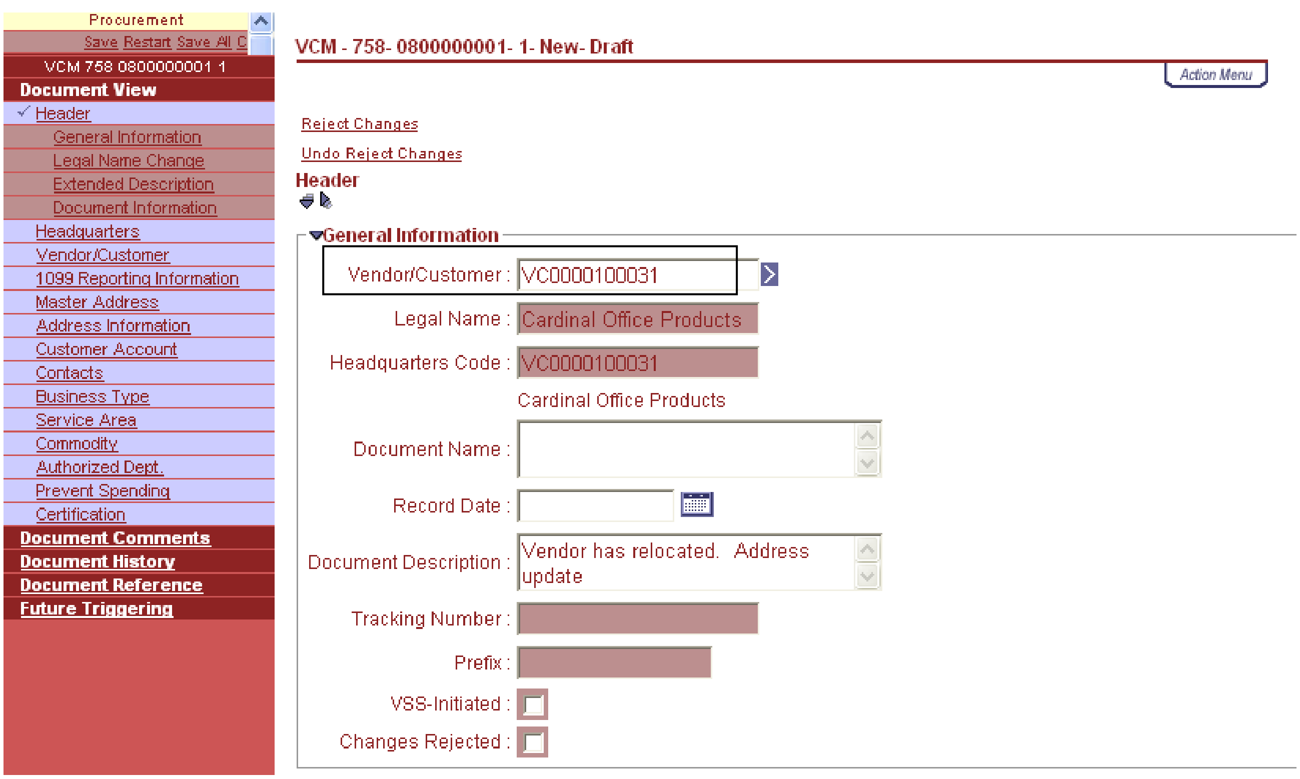
The most common use of the **VCM** document is to add an address to the Vendor record. The following steps will walk you through the process of creating a new address to an existing record

To create a **VCM** document you must complete the following steps:

Access you **Procurement** or **Accounts Payable workspaces** and click **Vendor Maintenance**, select **Vendor Documents** and click **Vendor/Customer Modification.**

The Document Catalog opens with the **VCM** document code pre-populated. Switch to create mode by clicking **Create**. Complete the Document Department, Document Unit and select the **Auto-Numbering** check-box. Click **Create**. A new **VCM** document opens to the **Header** General Information section.

Complete the General Information section by selecting the appropriate **Vendor/Customer** number using the pick list. This indicates the Vendor record that you will be modifying.

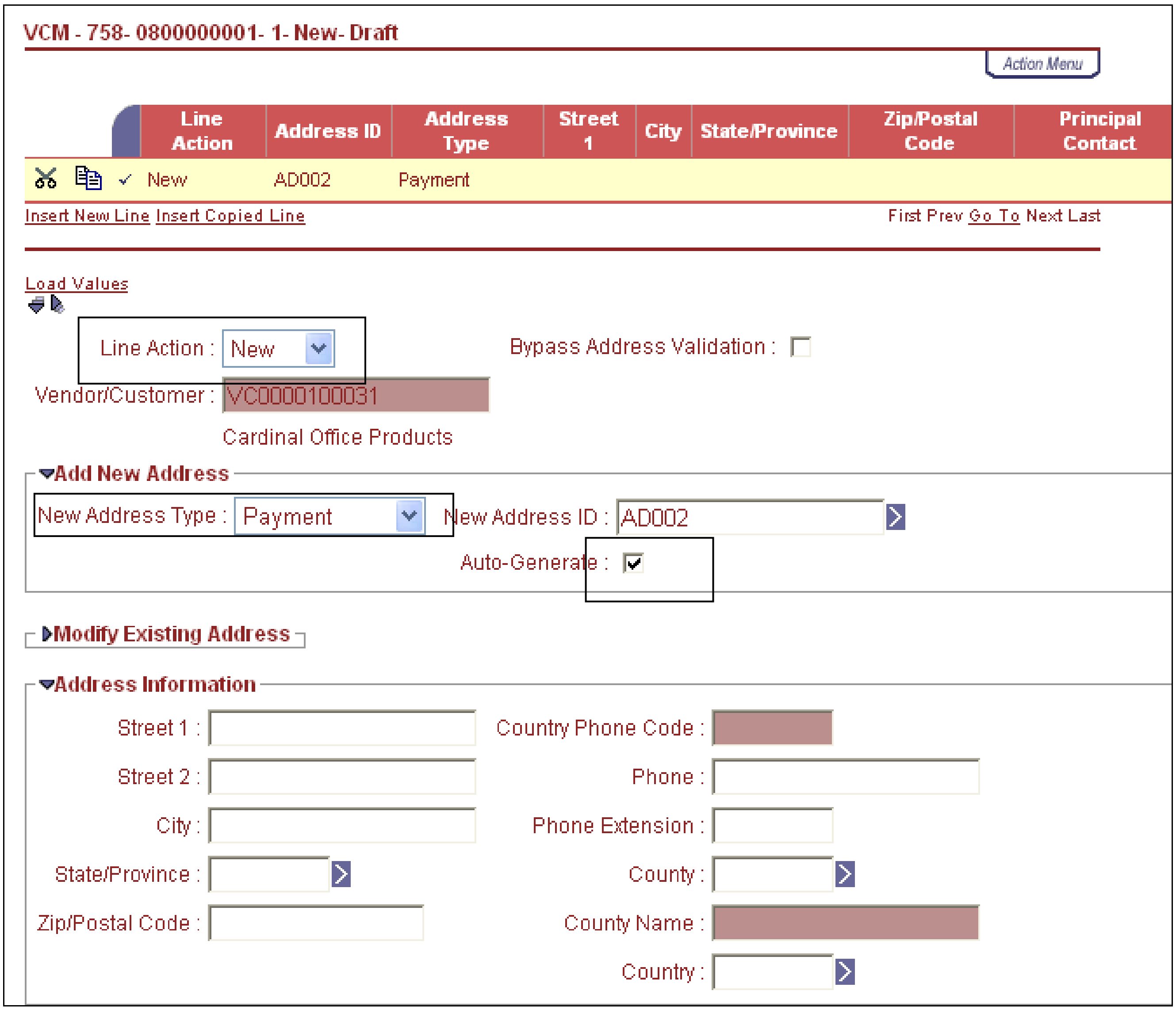


Click on **Address Information** in the Secondary Navigation Panel. This page will allow you to enter a new address for the current Vendor that you are modifying. There are three main Address Types (Payment, Procurement and Billing).

Click **Insert a New Line.**

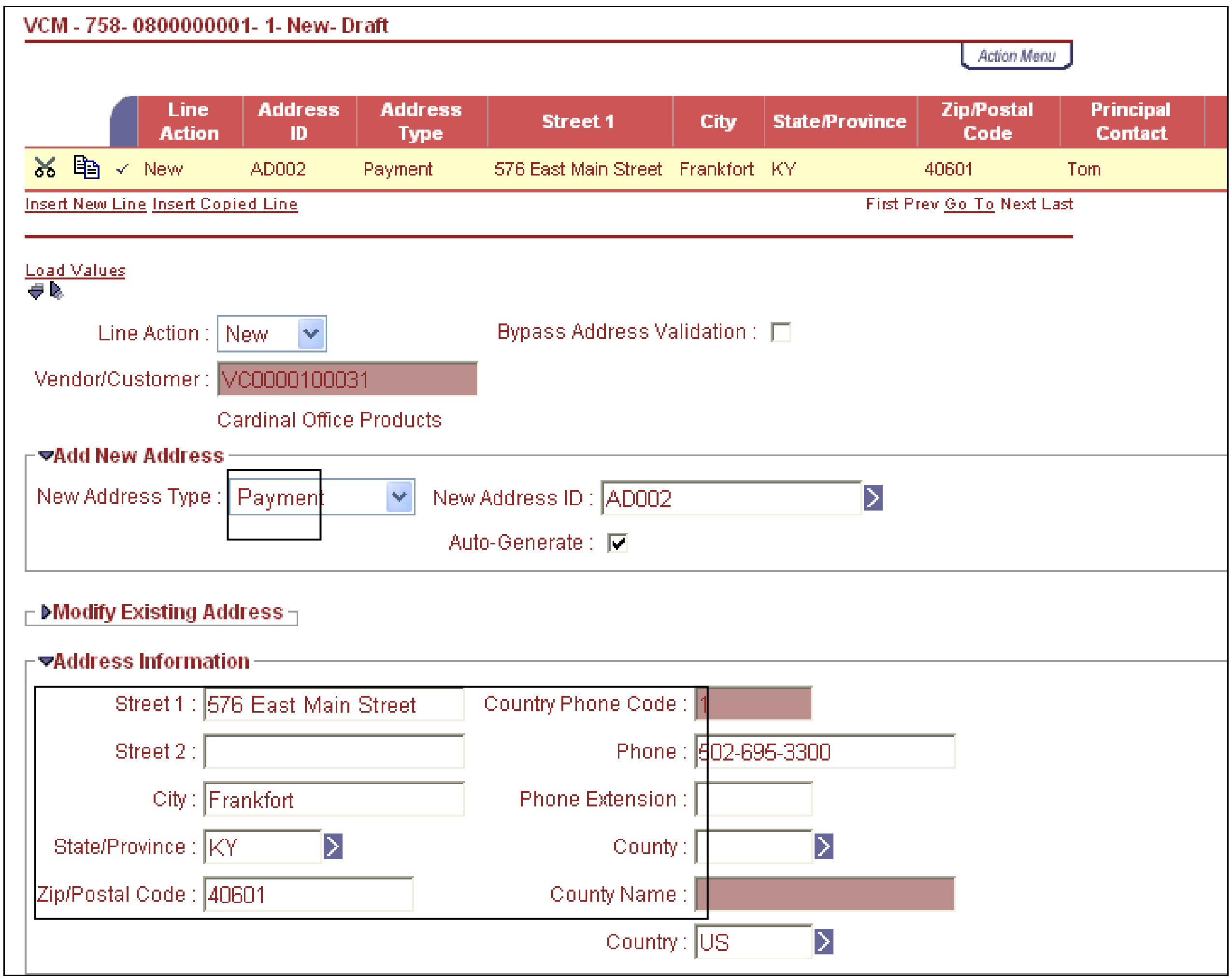
Select your **Line Action**. You can either choose New, Modify or Delete.

Select the **Address Type** that you wish to add. Select the **Auto-Generate** box to let the system generate and **Address ID.**

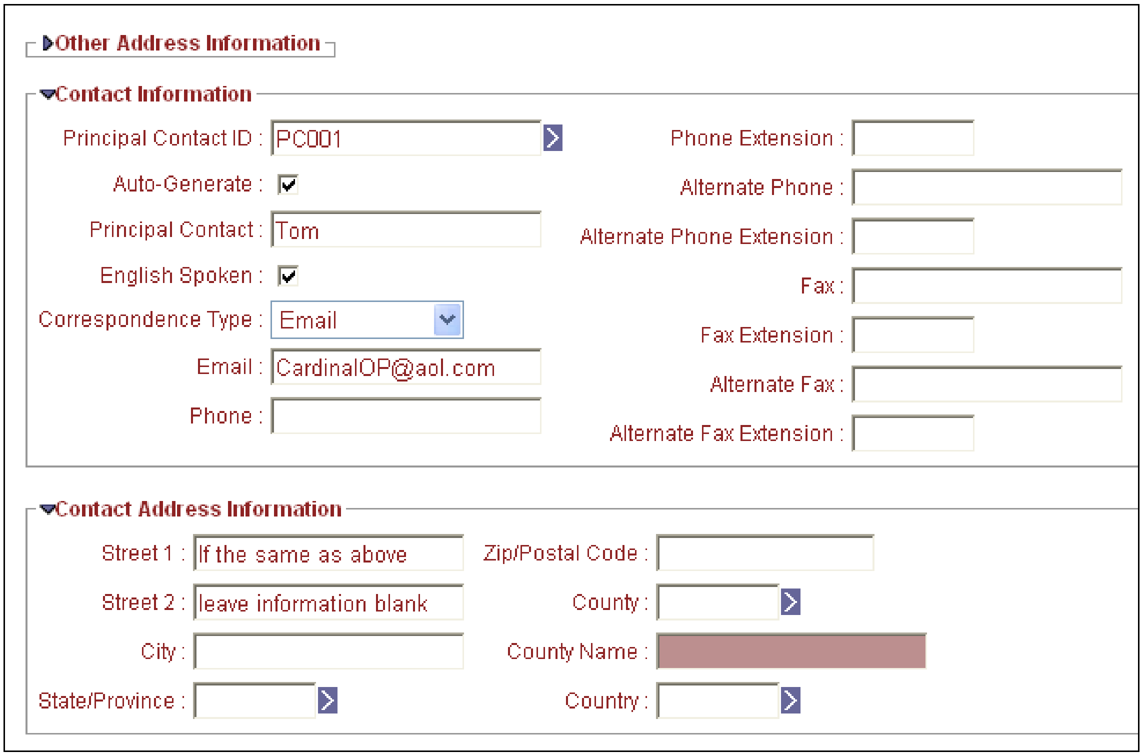


Expand and complete the **Address Information**

NOTE: If this address is going to be used as the **Default Address** you must indicate that in the other Address Information section. **One** default Address should exist for each Address Type.



Open up the **Contact Information** section. In this section you can modify the contact that has been established on the Vendor Record. If you are creating a new contact let the system **Auto-Generate** the **Principal Contact ID.** Enter your **Principal Contact**. Choose the **Correspondence Type** of **Email** and enter in a valid email address.



Complete the **Contact Address Information** section. You will only want to complete this section if the contact address differs from the address Information indicated in the above section.

Click **Validate** to check for errors

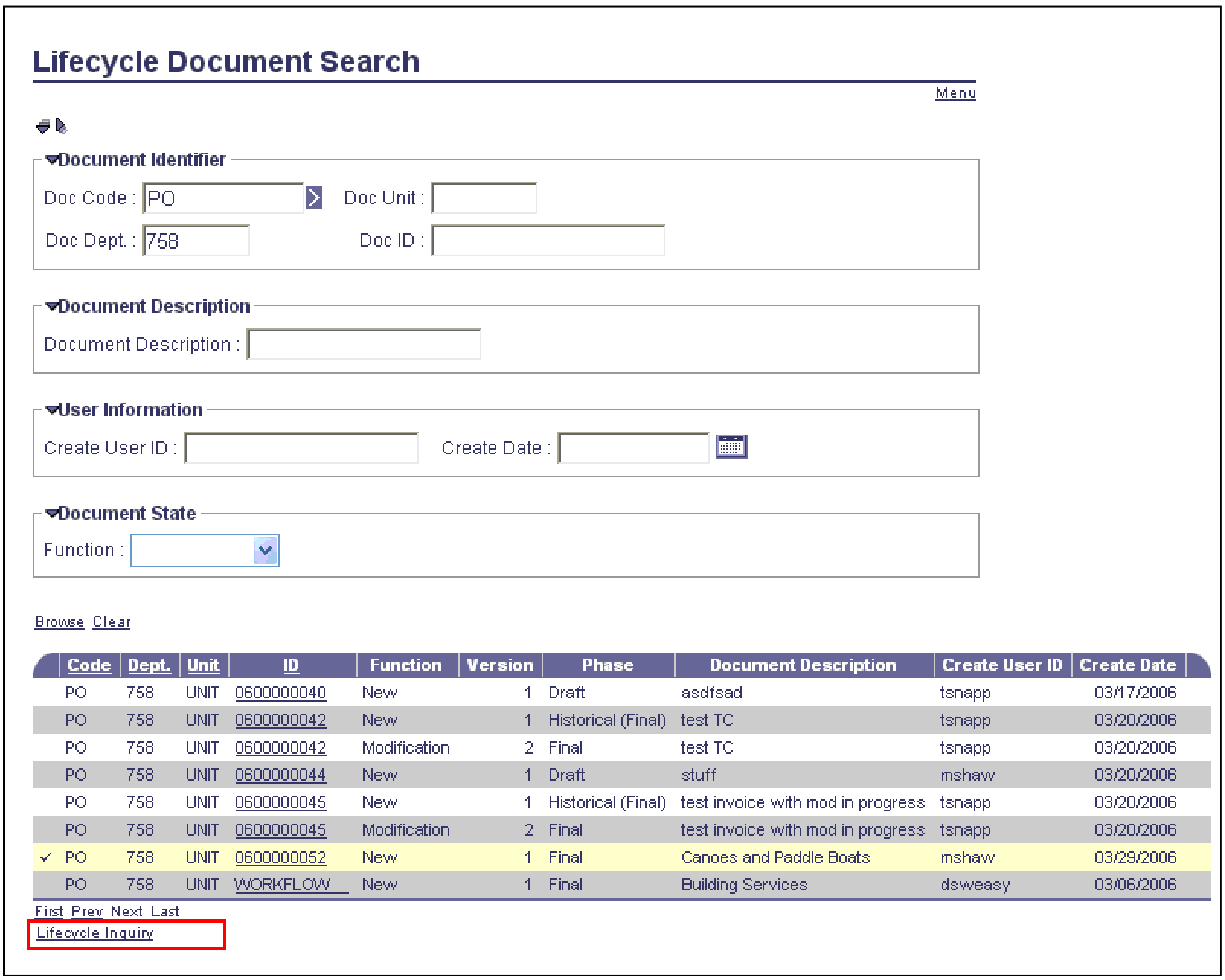
Click **Submit**. The document will be sent to the SAS Vendor Work list for further processing and approval.

10 – Online Inquiries

Lifecycle (LINQ)

The **Lifecycle Inquiry (LINQ)** page allows you to view the complete chain of documents associated with a selected search document. When a search is performed, the document entered as the search criteria must have a **Phase** of *Final* or *Historical Final.*

The Lifecycle Inquiry page may be accessed directly from one of two places: **Procurement Document Inquiry** or the **Lifecycle Document Search**. The **Procurement Document inquiry** (**PRCUDOC**) allows the user to search by **Procurement Folder ID**, **Procurement Title**, or **Document Department**, or **Document ID**. The **Lifecycle Document Search Inquiry** (**LFDOCSCH**) provides similar search capabilities to the Document Catalog with the addition of being able to search by Document Description.


Lifecycle Document Search

Menu

Document Identifier

Doc Code : PO Doc Unit :

Doc Dept. : 758 Doc ID :

Document Description

Document Description :

User Information

Create User ID : Create Date :

Document State

Function :

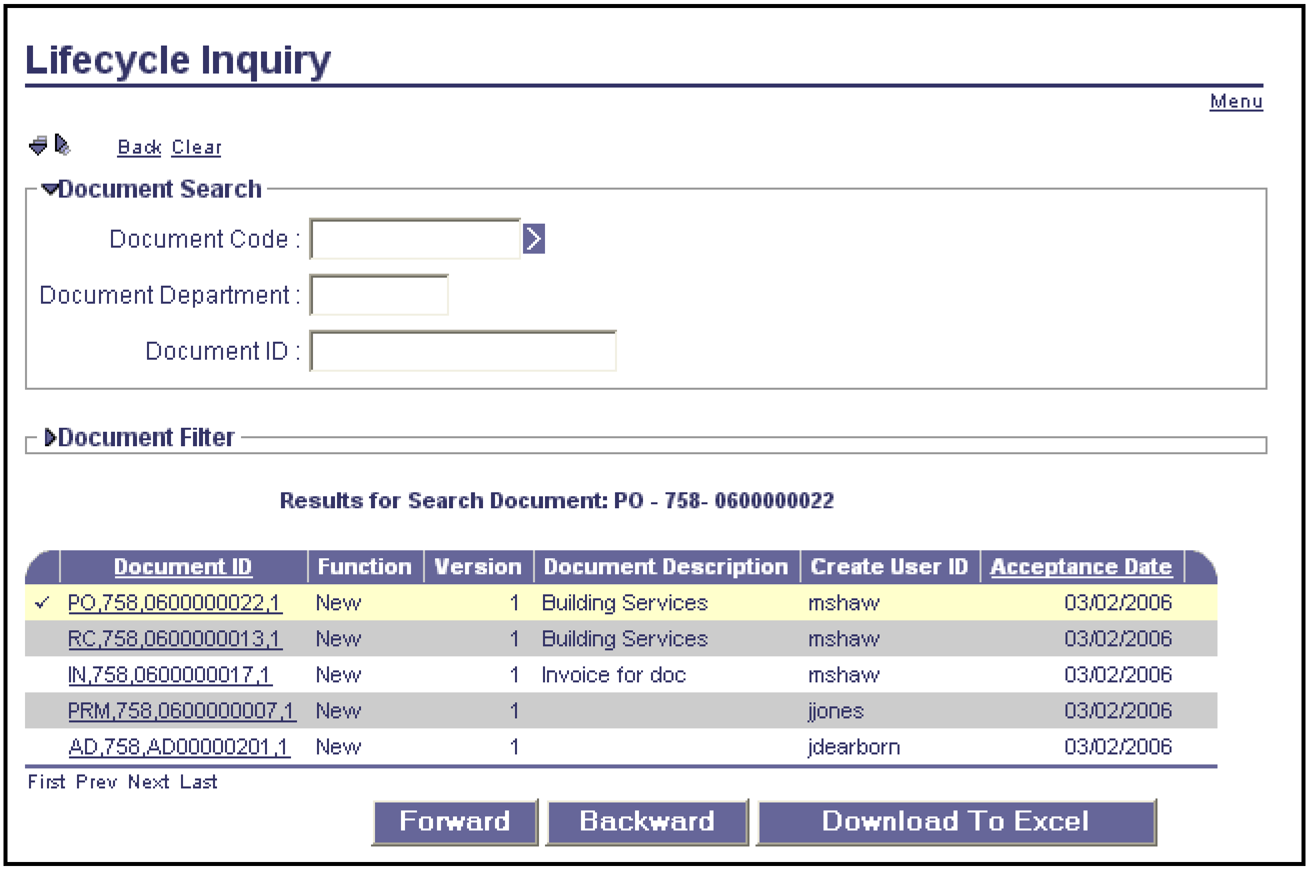
Browse Clear

	Code	Dept.	Unit	ID	Function	Version	Phase	Document Description	Create User ID	Create Date
	PO	758	UNIT	0600000040	New	1	Draft	asdfsad	tsnapp	03/17/2006
	PO	758	UNIT	0600000042	New	1	Historical (Final)	test TC	tsnapp	03/20/2006
	PO	758	UNIT	0600000042	Modification	2	Final	test TC	tsnapp	03/20/2006
	PO	758	UNIT	0600000044	New	1	Draft	stuff	mshaw	03/20/2006
	PO	758	UNIT	0600000045	New	1	Historical (Final)	test invoice with mod in progress	tsnapp	03/20/2006
	PO	758	UNIT	0600000045	Modification	2	Final	test invoice with mod in progress	tsnapp	03/20/2006
✓	PO	758	UNIT	0600000052	New	1	Final	Canoes and Paddle Boats	mshaw	03/29/2006
	PO	758	UNIT	WORKFLOW	New	1	Final	Building Services	dsweasy	03/06/2006

First Prev Next Last

Lifecycle Inquiry

Select a Row in the Results Grid and click **Lifecycle Inquiry**.



Document ID	Function	Version	Document Description	Create User ID	Acceptance Date
✓ PO,758,0600000022,1	New	1	Building Services	mshaw	03/02/2006
RC,758,0600000013,1	New	1	Building Services	mshaw	03/02/2006
IN,758,0600000017,1	New	1	Invoice for doc	mshaw	03/02/2006
PRM,758,0600000007,1	New	1		jjones	03/02/2006
AD,758,AD00000201,1	New	1		jdearborn	03/02/2006

Exercise 7 – Perform a Lifecycle Inquiry (LINQ)

Scenario

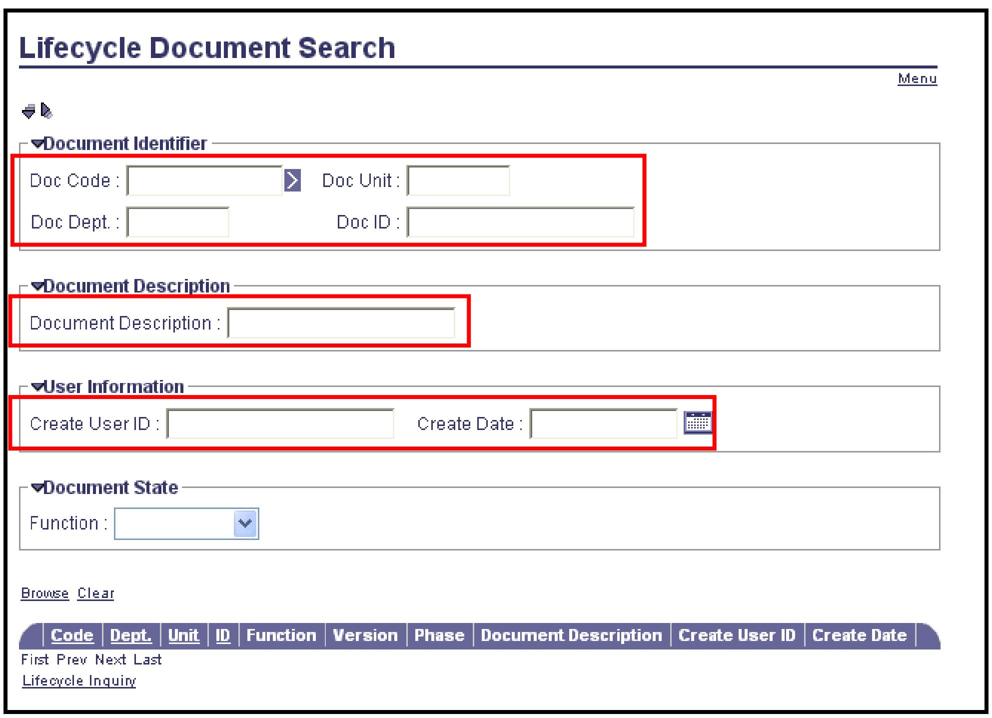
You need to find out the status of a Purchase Order and see what other documents have referenced it.

Task Overview

You will access the **Lifecycle Document Search** page to find the Purchase .

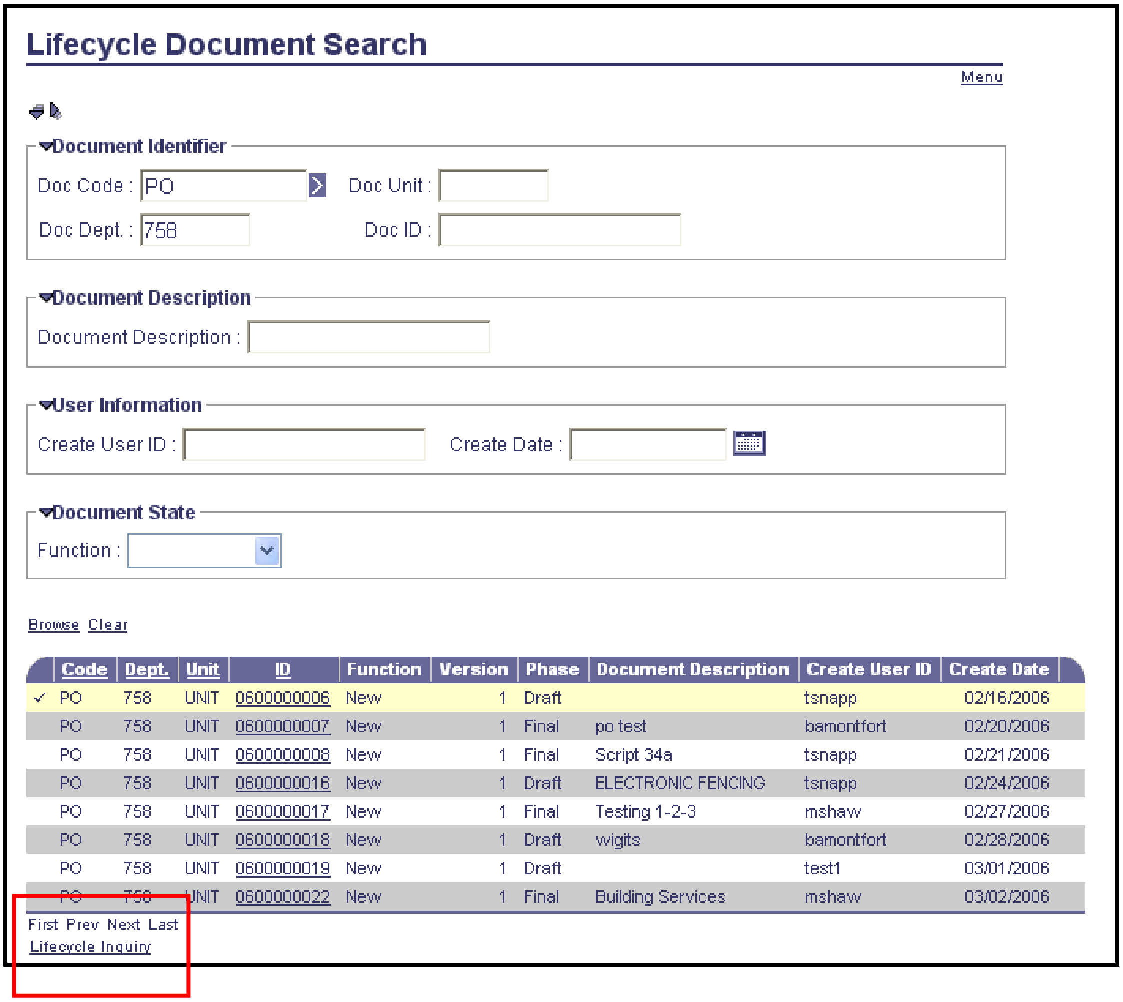
Procedures

1. Access your **Procurement Workspace**. Click the **Quick Links** section and click **Lifecycle Document Inquiry (LFDOCSCH).** The Inquiry will open.

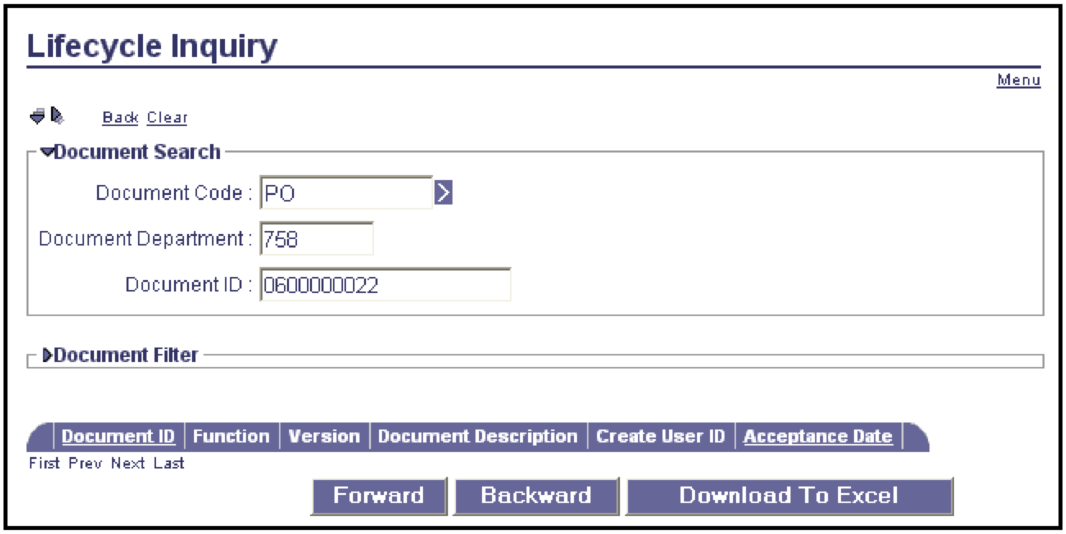


Required Fields	Values
Document Code	PO
Doc Dept	758
Document ID	0600000012

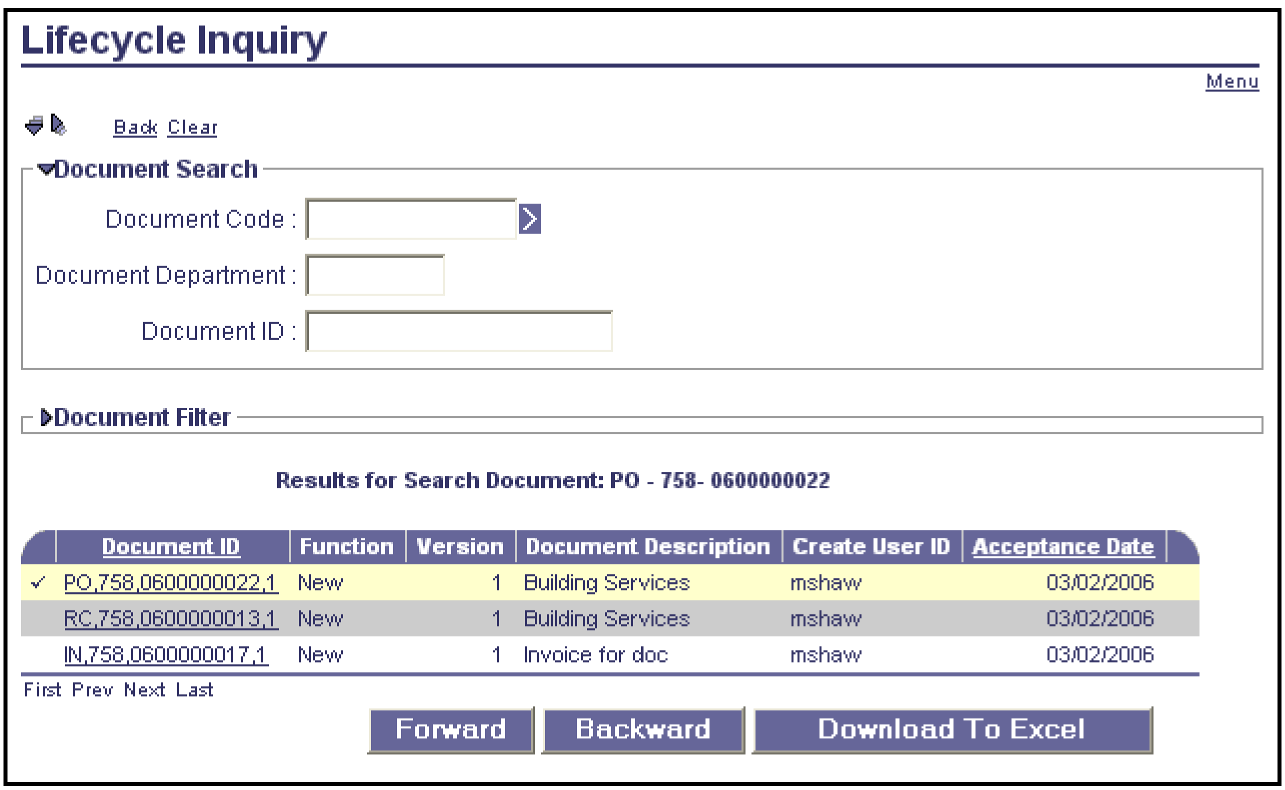
2. Click **Browse** to see all the documents that match your search parameters.



3. Select the row of the document you are searching for and click the **Lifecycle Inquiry**. The **Lifecycle Inquiry** opens populated with the document's information.



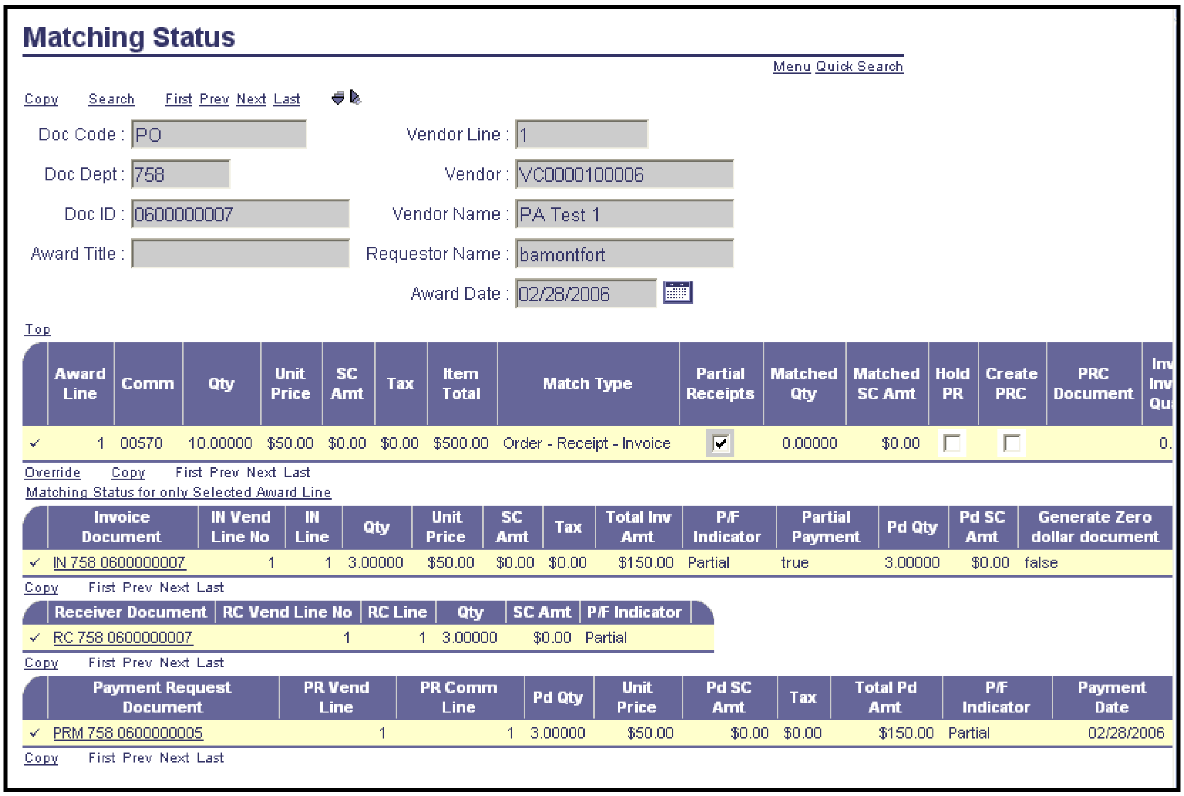
4. Click **Forward** to view all documents that reference the Source document.



5. Select a row in the results grid and click **Backward** to view all documents that are referenced by the selected document.

Matching Status (MATA)

The **Matching Status Inquiry (MATA)** is used to track all invoicing, receiving, and payment activity that has occurred against award transactions (**PO, PO2, CT, CT2, CTT1, CTT2**, **DO, and DO2**). Users can search for the award and see summary matching information and also drill down to see matching activity at the Commodity line level.


Matching Status

Menu Quick Search

Copy Search First Prev Next Last

Doc Code : PO
Vendor Line : 1
Doc Dept : 758
Vendor : VC0000100006
Doc ID : 0600000007
Vendor Name : PA Test 1
Award Title :
Requestor Name : bamontfort
Award Date : 02/28/2006

Top

	Award Line	Comm	Qty	Unit Price	SC Amt	Tax	Item Total	Match Type	Partial Receipts	Matched Qty	Matched SC Amt	Hold PR	Create PRC	PRC Document	Inv Inv Qu
✓	1	00570	10.00000	$50.00	$0.00	$0.00	$500.00	Order - Receipt - Invoice	☑	0.00000	$0.00	☐	☐		0.

Override Copy First Prev Next Last
Matching Status for only Selected Award Line

	Invoice Document	IN Vend Line No	IN Line	Qty	Unit Price	SC Amt	Tax	Total Inv Amt	P/F Indicator	Partial Payment	Pd Qty	Pd SC Amt	Generate Zero dollar document
✓	IN 758 0600000007	1	1	3.00000	$50.00	$0.00	$0.00	$150.00	Partial	true	3.00000	$0.00	false

Copy First Prev Next Last

	Receiver Document	RC Vend Line No	RC Line	Qty	SC Amt	P/F Indicator
✓	RC 758 0600000007	1	1	3.00000	$0.00	Partial

Copy First Prev Next Last

	Payment Request Document	PR Vend Line	PR Comm Line	Pd Qty	Unit Price	Pd SC Amt	Tax	Total Pd Amt	P/F Indicator	Payment Date
✓	PRM 758 0600000005	1	1	3.00000	$50.00	$0.00	$0.00	$150.00	Partial	02/28/2006

Copy First Prev Next Last

Exercise 8 – Perform a Matching Status Inquiry (MATA)

Scenario

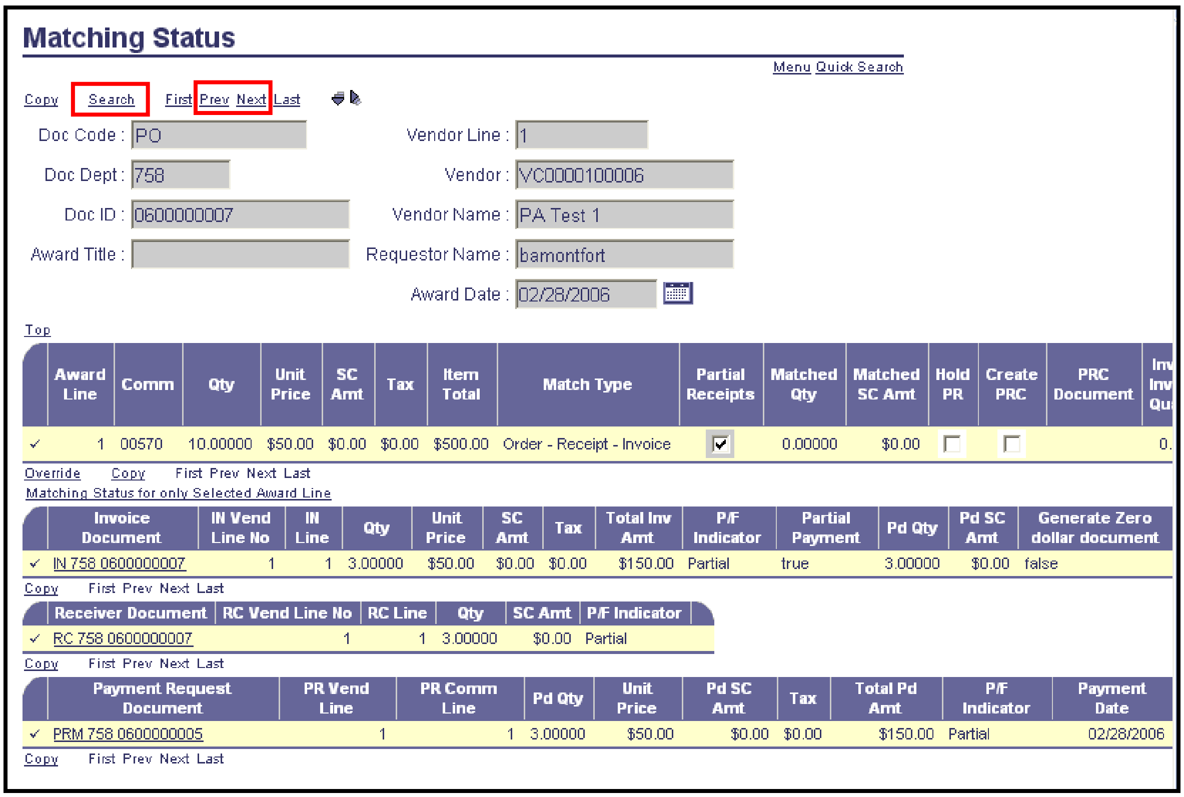
You need to find the payment status of the Purchase Order you created in **Exercise 3**.

Task Overview

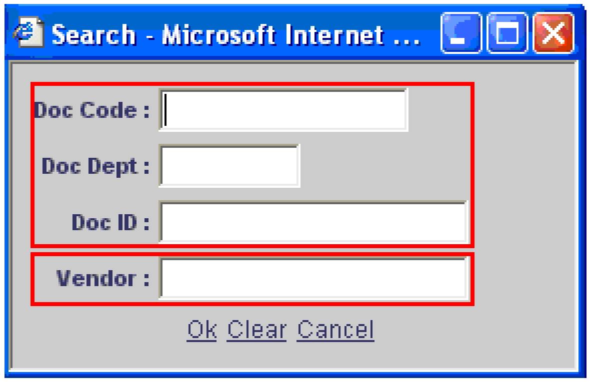
You will access the **MATA** Inquiry from your Procurement Workspace and search for the Purchase Order that you created in the previous exercise.

Procedures

1. Access your **Procurement Workspace**. Click the **Quick Links** section and click **Matching Status (MATA)**. The MATA Inquiry will open.

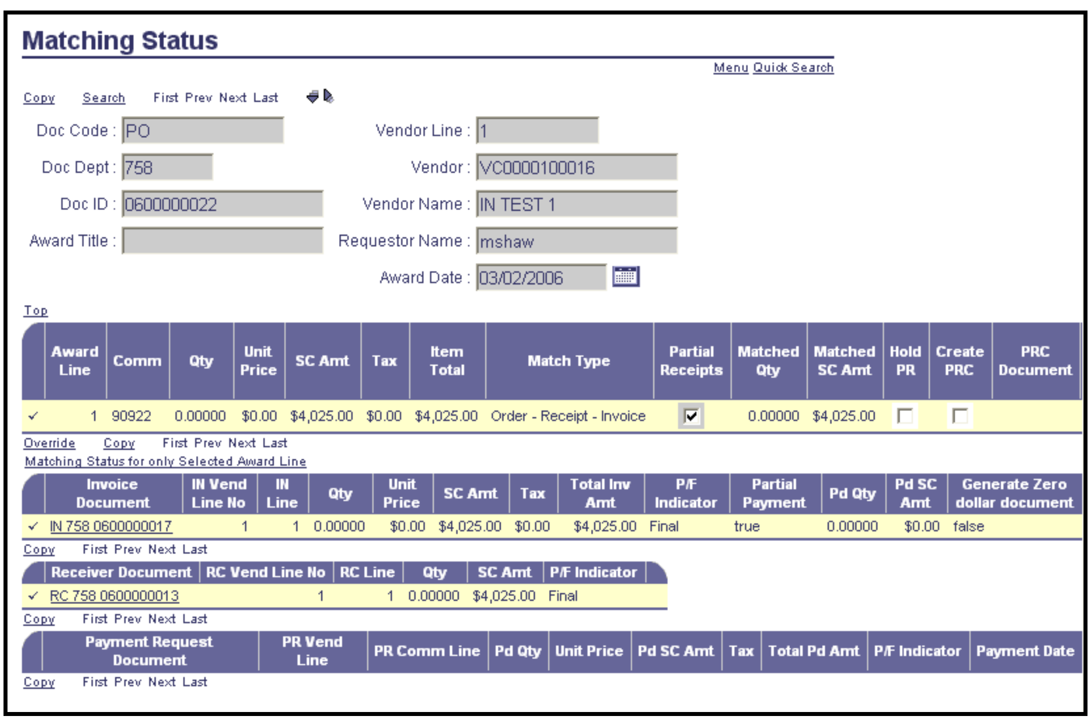


2. Click **Search**.



Required Fields	Values
Document Code	PO
Doc Dept	758
Document ID	0600000012
Vendor	Leave Blank

3. Click **OK.**
4. Inspect the results on the **MATA** Inquiry.



11 – Session Review

Summary Review

We have utilized the **URCATS** and **URSRCHMA** inquiries as tools to generate documents that reference a Master Agreement. We created and processed a standalone purchase order which can be used for small purchase and special authority documents. For larger requirements the **RQS** should be processed to define the requirements for **OPS**/**DECA** processing. Finally, we learned how to add a Vendor by processing a **VCC** document.

Review Questions

Review Questions	
A	A Requisition (**RQS**) document should be processed for requirements that exceed your Department's delegated authority. True or False
B	What is the page code for the inquiry that allows you to search all Catalogs?
C	A Delivery Order (**DO**) will be automatically generated when the **UR** is submitted for lines referencing a Commodity Class Group. True or False
D	A **PO2** requires a Receiver (**RC**) to be processed in order for the Payment to be generated. True or False
E	You should generate your own Vendor Code when generating a **VCC** document. True or False
F	The **PE** document allows you to record free form comments about a Vendors Performance. True or False